Coordinated Mobility Program

Section 5310

Enhanced Mobility of Seniors and Individuals with Disabilities

Application Instructions Manual

FY 2015

Arizona Department of Transportation
Multimodal Planning Division
206 South 17th Avenue, Mail Drop 340B
Phoenix, AZ 85007

**This version supersedes all other versions of this manual.*

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Table of Contents

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SECTION I. E-GRANTS SYSTEM

This section details the basic requirements needed to gain access to the system, complete organizational profile information, and access forms for ADOT grant applications, contracts, and reimbursements.

PART I. SYSTEM BASICS

A. SYSTEM LOCATION

The application and subsequent documents used to manage grant funds are offered online through the E-Grants system. The system is controlled by username and password access. Applicants must register and have login information approved by ADOT before accessing the system. Once login information is approved, applicants create both organization and user profiles and submit application forms and documents using the system. *Hard copy applications are not accepted.*

The E-Grants system is located at azdot.gov/egrants

B. PARENT / CHILD ORGANIZATION RELATIONSHIP

ADOT's application, contracting, and grant management process are defined by a single legal entity user system. Satellite offices with one umbrella organization receive only one contract, sent to the parent or umbrella organization for signature and approval. The scope of work under this contract may then include projects for multiple satellite offices or child organizations. All the satellite offices then work with the parent or umbrella organization to submit the correct reimbursement invoice information based off their original award, which is listed in the contract's scope of work.

E-Grants and the 5310 application process are set up in the same way. The legal, umbrella entity or headquarters is the organization authorized to create an organization profile in E-Grants. In the organization profile, the umbrella organization then lists all the satellite offices that may be applying for funding or currently receive grant funds. If the organization applying for grant funds is part of a larger parent International organization, please use the Arizona headquarters as the parent or umbrella organization and legal entity.

After the organization profile is complete, the main organization is required to complete and submit ***one*** application for the legal entity that includes projects for all child, sub-agency, or satellite offices, which can be located in many different counties or COG/MPO regions in the state. The parent organization will have the opportunity in the application forms to identify which project is for which office location based on the information provided in the organization profile. Sub-agencies or satellite offices will be required to work with the parent organization to submit an application for funding.

Not all agencies have parent and child satellite offices and it is not mandatory to have this relationship in order to register in the system. Only if the organization is structured this way does your organization need to register this way in the system. If your agency is a stand alone nonprofit organization applying for funds, please register your organization as the main organization and do not complete any additional information in relation to satellite offices or additional addresses.

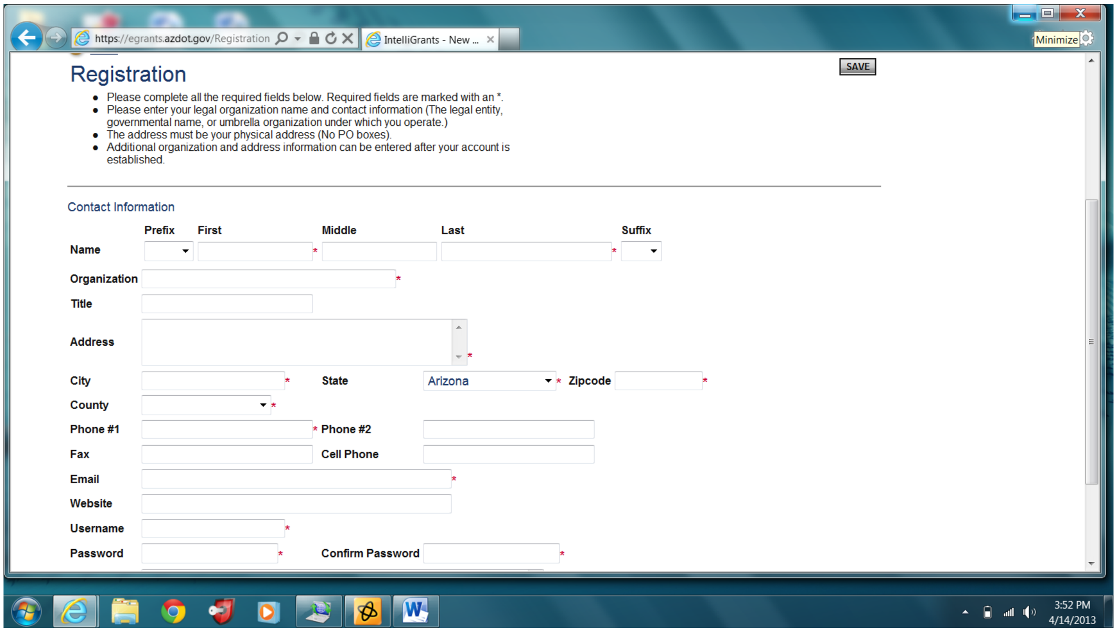
*****Please note:*** If the parent organization is located in the Phoenix-Mesa urbanized area but there is a child or sub-agency applying for project funds to provide at least 50% or more of their service in the rural or small urban areas of Maricopa County, then the parent and sub-agency will apply to ADOT for 5310 funding.

If the parent organization is located and applies for project funds to provide at least 50% or more of their service in the Phoenix-Mesa urbanized area ***and/or*** the child or sub-agency is applying for project funds to provide at least 50% or more of their service in the Phoenix-Mesa urbanized area, then both of these agencies should apply to the City of Phoenix for 5310 funding.

C. USER ACCESS

E-Grants system users must have an ADOT approved username and password to access the system. To obtain a username and password, a user must register as a new user and create a username and password in the system.

On the login page, under the login information is a link for “New User Registration.” This link leads to a Registration page, as seen on page 7.



Follow the instructions on the page and provide the information for the required fields. All required fields are marked with an asterisk. Some of the information on this page is specific to the user; some is specific to the legal organization the user works for. The name, title, phone #2, cell phone, email, username and password fields are specific to the user. The organization, address, phone #1, fax, and website are specific to the organization.

The organization information must be for the legal entity or umbrella organization, if applicable. If the user specifically works for a sub-agency or satellite office, ***do not*** provide this contact information on this page, there will be a place within the organizational profile in the system to provide additional addresses and sub-agency information. In the case of a City, County or Tribal Government, list the governmental entity's main headquarters address, not a sub-agency address. For example, if the City transit service is provided under a Public Works department, the main City address is to be provided, the Public Works department would be a sub-agency or child organization.

When developing a proposed username and password, the suggested username is the first initial of your first name and your full last name, for example: "jsmith."

The password must be 8-20 characters, with at least one uppercase letter and one special character, such as a number. An example is: "Arizona45." Passwords created expire every 60 days and must be reset.

Additionally, a user role must be proposed and provided in the notes section (see Section D).

Once the page is completely filled out, click the save button at the top right hand corner of the page.

The page will then notify the user that the registration is complete. When the proposed registration, username, and password have been reviewed and approved by ADOT, ADOT will then send the proposed user an email confirmation. Once the email confirmation is received, a person can then login to the system with the username and password created.

If a user forgets the password created, on the login page, under the login information is a link for "Forget Password?" Click on that link and provide the existing username and the email address used during registration. The system will then generate a new password and send it to that email address.

D. USER ROLES

The system is based on user security roles. When a user registers, ADOT assigns the user roles based on initial access to the system and proposed requests from the user.

There are a number of roles a user can be. The four major roles are: 1) Organization Administrator; 2) Authorized Official; 3) Grant Writer; and 4) Financial Officer. Additional roles include Viewer, Grant Assistant, Program Manager, Director, Contract Specialist, Transit Administrator, Grant Accounting, COG/MPO, and Attorney. The viewer role can be put in for a COG/MPO liaison that is helping an applicant with their application.

The first user defined for an organization is assigned the Organization Administrator role. This role is the user role in charge of the entire organization profile. This role administers other users and can deactivate or delete users. This user role can initiate applications, save forms, and submit an application in the system.

The second major user role defined for an organization is the Authorized Official role. This role can initiate applications, save forms, and can submit an application in the system.

Additional roles commonly used are Grant Writer and Financial Officer. Both of these roles can initiate and save applications.

HOW ARE ROLES ASSIGNED?

The key person for the organization is the Organization Administrator and ADOT assigns the first user logging in to the system for an organization as the Organization Administrator. If this assignment is not correct, then the agency must contact ADOT to have the Organization Administrator role changed.

ADOT also initially assigns other user roles at the time of registration. Based on the list of role types provided in the section above, users are to propose their role at the time of registration by putting that role type in the notes section of the registration page. The Organization Administrator can then modify those other user roles as necessary.

E. ADDING MEMBERS TO THE ORGANIZATION

As many individuals in your organization as needed to complete forms can be added as users of the system. But, all individuals must register first as a new user before being added to the system.

F. TECHNICAL ASSISTANCE

There is an E-Grants help desk available from 8:00 am to 5:00 pm (MST) to answer system questions. The phone number and email address to contact the help desk are provided under the "Show Help" section on the E-Grant's home page and are also provided below. If a user has a question after hours, the Help Desk returns all calls and emails immediately the following day.

- Phone: 1-866-449-1425
- Email: azhelpdesk@agatesoftware.com

PART II. USING THE SYSTEM

A. KEY FEATURES

CARRY FORWARD PRIOR YEAR APPLICATION FORM DOCUMENTS

The E-Grants system has the ability to "carry forward" prior year application forms. This is a function that ADOT, not the user, controls. Annually ADOT will determine, due to the quality of the information provided in the previous year applications or updated application requirements, which sections of the application, if any, will allow to be carried forward from the previous year. All submitted uploads saved in the system also carry forward with those prior year application forms.

If ADOT determines to have previous year application pages automatically pull forward, an applicant cannot choose to have these forms not pull forward or to create new forms. Instead, all language on the pulled forward form must be verified to still be accurate. All uploads should also be opened to verify that they were pulled forward correctly and that the most recent version of these documents are attached in the E-Grants system.

If application pages are not carried forward, a prior year applicant will have to complete all other application forms as new following the instructions provided in this manual.

**For FY 2015 applications, the only form that will carry forward is the "Required Certification and Documents" form. This application form is being pulled forward from the previous year's application specifically to alleviate the need to add and verify nonprofit eligibility status on an annual basis. All information carried forward on this page is to be reviewed and either verified or updated before submitting based on the previous year's application information.

SAVE BUTTON

Saving in the system is the most important function and must be used often. The save button is located at the top right hand corner of any form page. If a user tries to leave a page without saving it first, then the system will generate a message and prompt the user to save.

On any page or form in the system, if a user saves the form and the system identifies mandatory information, marked with an asterisk, was not completed, an error will show at the top of the page identifying the information still required to complete the form.

*****Please note:*** Most application form pages have a series of questions that show based on the answers to other questions, such as: are you operating new or existing service?; is your capital request a replacement or expansion request?; is your regional mobility management program new or existing?; etc. The follow up questions that appear based on an initial qualifier question should all show immediately after the applicant makes the determination. ***If*** an applicant makes a determination on a page in regards to one of these questions and additional questions do not automatically appear, **the user should click the save button**. The save button always reloads the page to show the appropriate questions required to complete the form.

****NOTE:*** If the user is seeking to print a copy of the entire application, every application ***AND*** contract form page must be saved by the user before the application pages will show and print. This means every page the applicant needs to access must be opened, acknowledged, and saved before the print version will reflect all the pages.

BACK BUTTON

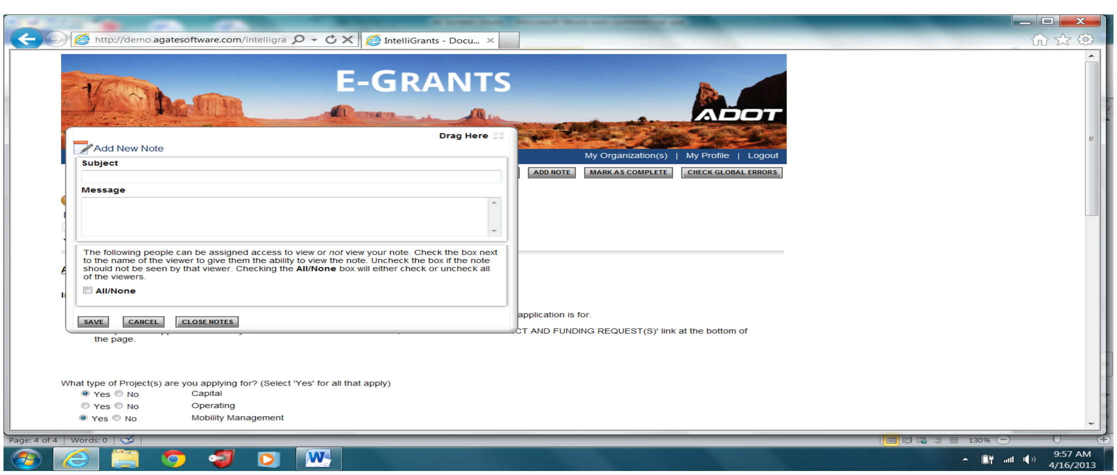
Users are to use the system back button or the navigation tools bar if they need to go back a page. Do not use the back button for your browser as this may cause system errors.

PRINT VERSION BUTTON

The print version button on the top right hand corner of any form page allows the page the user is on to be translated into a PDF file and includes all the answers provided on that specific form. If changes are made to any form after the Print Version PDF is created, simply save the form and then click on "Print Version" to show a revised PDF of updated answers provided.

ADD NOTES BUTTON

The add notes button on the top right hand corner of any form page allows a user to add information and leave a message for other users completing this specific form.



A user can select the “Add Note” button and a screen will appear that will show all the notes left by users in the system for the organization. To add a message, simply click on “Add a New Note” and the above screen will appear. Type in the information, select who in the organization can see the note, and then click save.

CHECK GLOBAL ERRORS BUTTON

The check global errors button on the top right hand corner of any form page allows a user to see any and all errors that are in the various application forms created. The user can then click on the page link below the error and will be taken directly to that form page.

B. UPLOADS

Throughout the application forms, there are a series of upload sections where applicants are asked to provide additional documents to support their application information. Many of these document uploads are required, and an application page is not considered complete until the upload(s) is attached. Each upload that is required will be marked with an asterisk. An error message will show at the top of a page if an upload is still required that has not been attached.

Below is a list of all the documents that can be uploaded in the system by form page type.

Program Information Form:

- Service Area Map
- Organization Chart

Civil Rights Form:

- Title VI Non Discrimination Complaint Process
- Title VI Complaint Form
- Title VI Policy / Plan
- Title VI Public Notice
- EEO Policy
- EEO Public Notice
- LEP Policy

- LEP Public Notice
- LEP Plan
- DBE Plan
- ADA Policy
- Drug/Alcohol Policy

Capital Request Form:

- Independent Cost Quote

Operating Request Form:

- Service Implementation Plan
- In-Kind Match Valuation Proposal

Regional Mobility Management Program Information Form:

- Customer Related Brochures/Materials (list of services)
- Regional Coordination Council Guidelines, Commitment, List of Agencies Contacted

Regional Mobility Management Project Request Form:

- Technology and Equipment Assessment (if capital request)
- In-Kind Match Valuation Proposal

Sub-Regional Mobility Management Project Request Form:

- Regional Program Support Letter
- Technology and Equipment Assessment (if capital request)
- In-Kind Match Valuation Proposal

C. CUT AND PASTE

Due to how the system is designed it is recommended that applicants **do not** copy and paste information from Microsoft Word documents, as the system does not support Microsoft Word text editing and the text may not be easy to read when transferred. If an applicant wants to first create answers in another format and cut and paste into the application forms, then it is advisable to use Notepad.

SECTION II. APPLICATION REQUIREMENTS

This section provides information on the requirements of the system in order to complete the FY 2015 Section 5310 Application.

PART I. WHAT'S FIRST?

A. REGISTRATION

As stated in Section I, Part I, subsection C, in order to obtain access to the system, the first action required is completing new user registration and creating a username and password that ADOT must review and approve.

Once approved and first logged into the system, the system's home page will appear. On that home page it will show the user's name, system role, and a picture of the user can be added. These same user identifiers can also be viewed on the "My Profile" page.

B. USER PROFILE

Once a username and password are approved, a user can login into the system and manage and alter their specific user details under the "My Profile" link located under the header on the top right hand corner of the page. The user's password can also be changed on this page.

C. ORGANIZATION PROFILE

Before completing any forms in the system, the organization administrator role should complete the organization information related pages provided under the "My Organization(s)" link, which is located under the header on the top right hand corner of the page. There are four pages located under the My Organization(s) link to either add or manage information regarding your organization's details, users, or forms created in the system.

ORGANIZATION INFORMATION

The Organization Information page is to provide all the legal entity, Arizona headquarter information for the agency to include the name, address, COG/MPO location, Tax ID, Vendor #, DUNS #, and type of organization. This information is the legal entity's contract information and must represent the parent organization. The organization must correctly choose which "type" of organization it is, as this information populates the appropriate contract exhibits the organization approves before an application is submitted.

Follow the instructions at the top of the page, complete all required fields marked with an asterisk, and click save when complete.

ORGANIZATION MEMBERS

The Organization Members page provides a detailed list of all the users assigned to the organization to include the user's name, role, the date a role was assigned, who assigned this role, and the last time their user profile was modified.

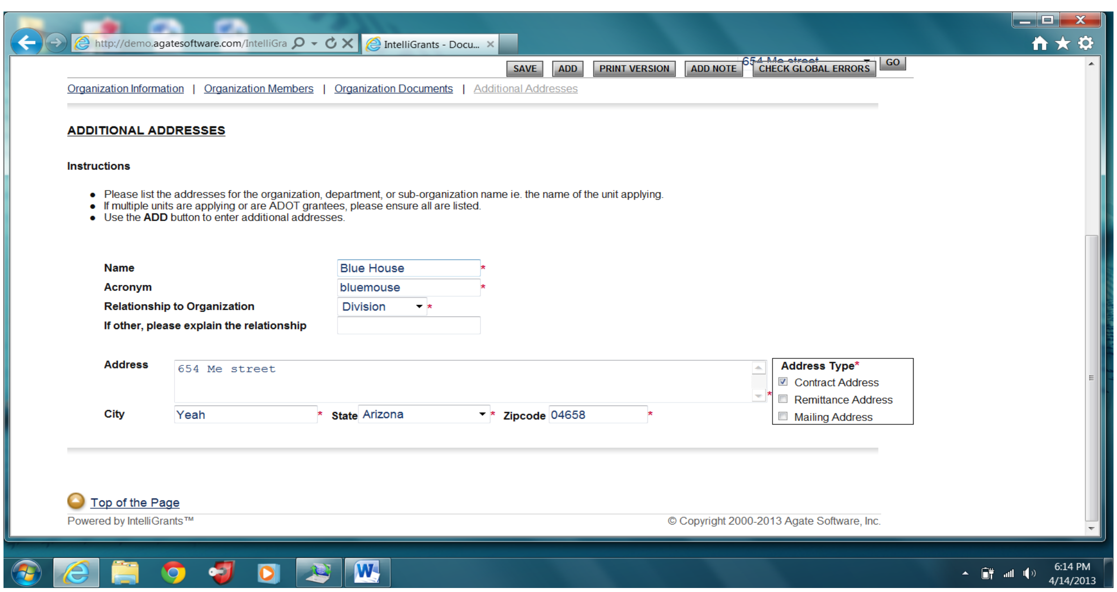
The Organization Administrator (OA) role manages organization users on this page and can change user roles, and deactivate or remove users. It is strongly recommended that the OA only deactivates a user on the page and not permanently removes them. In addition, user profiles can be accessed and managed on this page by clicking the user's name. An OA might need to access a user profile to update an email address, password, etc.

ORGANIZATION DOCUMENTS

The Organization Documents page provides a detailed list of all documents assigned to the organization, along with that document's status (i.e.: Application in Progress, Application Submitted) and the year the document was created. Documents can be accessed by clicking the document's name on the page.

ADDITIONAL ADDRESSES

All addresses for sub-agencies, child organizations, satellite offices, or any agency attached to the legal organization that will apply for or currently receives funds should be listed in the Additional Addresses section.



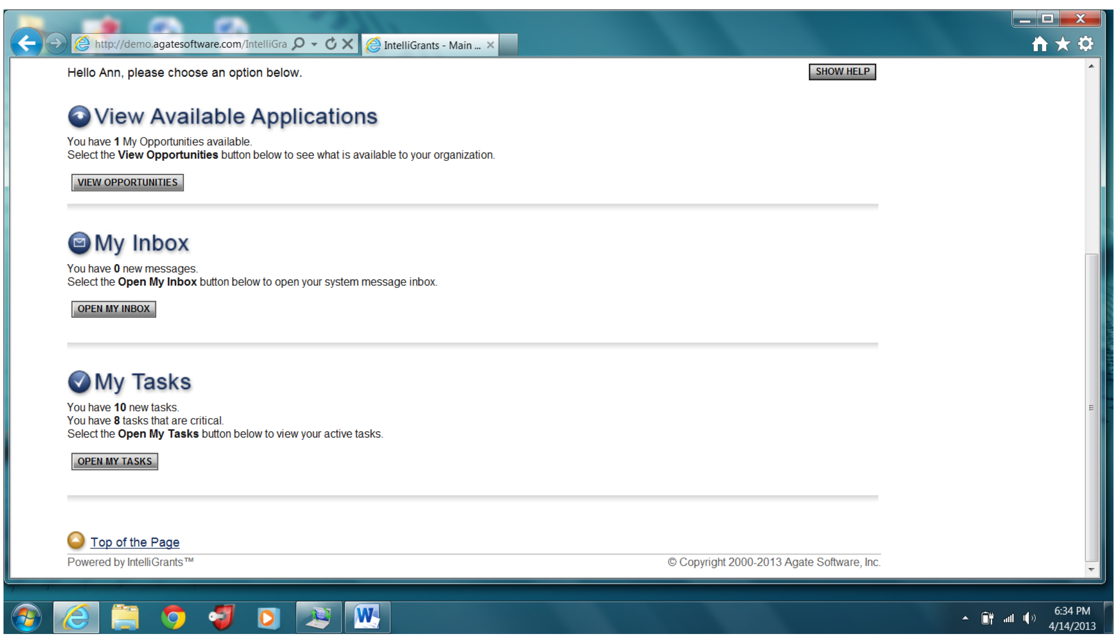
Follow the instructions at the top of the page and provide the agency's name, relationship to the parent organization, and address. Make sure to also identify the address type.

An umbrella or parent organization can list as many sub-agencies or child organizations as necessary in this section. To do this, simply complete the first page of information, save this information and then click on the "Add" button at the top of the page. Once clicked, a new page will appear and more child organization information can be added. This can be repeated as many times as needed to complete this section.

To view the different child organizations provided, there is a drop down menu located on the right hand side that will list all the addresses that were added. To view a specific agency, choose the address from the menu and click the "Go" button.

Additional Addresses do not need to be completed if the organization only has one address for all contract and program service functions.

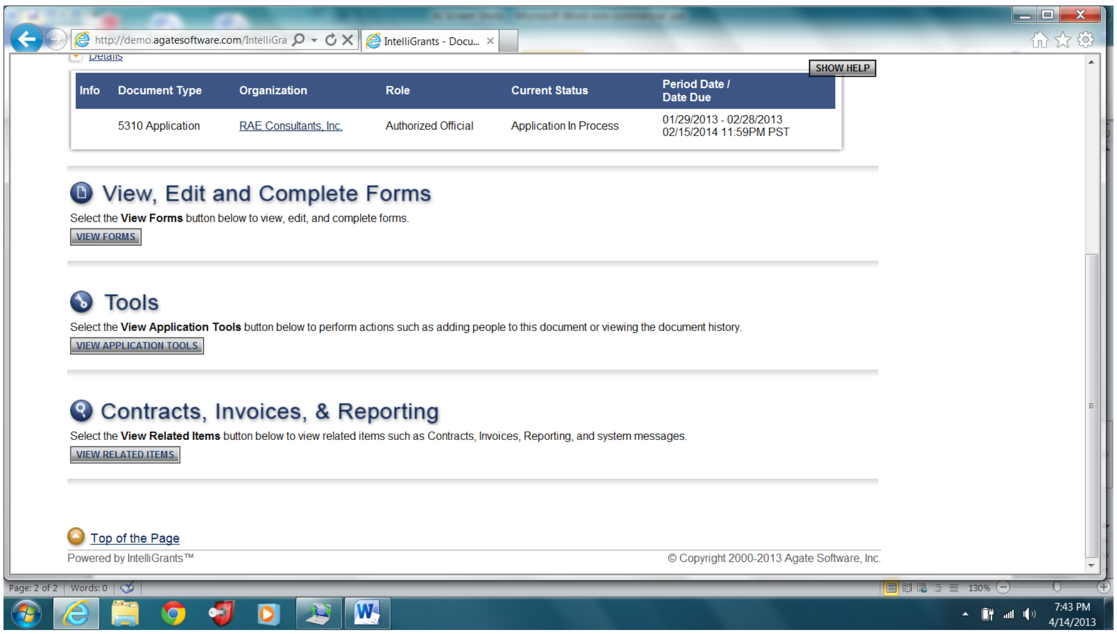
D. HOME PAGE



The Home Page is the first page that appears after a user logs in. There are three locations the home page can lead to, Available Applications, Inbox, and Tasks. The "My Home" tab is located under the header on the top left hand portion of the page and can be clicked on no matter where a user is in the system to lead the user back to these basic system navigation links.

VIEW AVAILABLE APPLICATIONS

By clicking the "View Opportunities" tab under the View Available Applications section on the home page, the user can view all available applications and begin work on the 2015 5310 application forms. Once on the page, click on the "Apply Now" button and then on the subsequent page, click the "I Agree" button. This will then lead the user to the below referenced screen which shows the forms available for the 5310 application. For more information on the form requirements, see Part II. Application Forms.



MY INBOX

All messages sent through the system by either ADOT to users or from user to user will appear in the My Inbox section of the Home Page. Users can also compose a message to other organization users in the system. For example, users may send messages to others in the organization to alert users to changes made in forms or uploaded documents in the system.

MY TASKS

A user can access application forms or other forms created in the system under the My Tasks section on the Home Page. To view an existing application created, click on "Open My Tasks." A list of created documents and current status shows in this section. To access a given form, click on the form name. Clicking on the organization name leads the user to the Organization Information.

MY APPLICATIONS

A user can also access created or completed application forms via the My Applications section. The "My Applications" tab is located under the header on the top left hand portion of the page and can be clicked on no matter where a user is in the system.

Applications created in the system can be located via a search engine under the My Applications tab. There are search criteria that include application type, status, organization, and year, as seen below.

Besides the My Tasks and My Applications sections of the system, applications can also be accessed in the My Organization section, under the Organization Documents tab.

PART II. APPLICATION FORMS

The following section provides an overview and general information on the application forms to be completed. In discussion of certain forms, areas that an applicant should focus on or may have questions regarding are highlighted. In lieu of step-by-step instruction, ADOT has attached, at the end of this manual in the Appendix, a complete sample application that shows the applicant how the forms are to be completed and the information ADOT is looking for when reviewing applications.

A. FORM OVERVIEW

Once the 5310 application is selected under the View Available Applications page, there are fifteen (15) potential forms required for completion under the "View, Edit, and Complete Forms" page. The number of forms an applicant completes is dependent on the type and number of projects requested. So for example, if an agency is requesting three capital projects, the agency will need to complete three separate capital request forms. The fifteen potential forms include only the main Grant Agreement form; all signature pages and Exhibits to be acknowledged and/or completed in regards to the Grant Agreement are considered forms in addition to the main fifteen forms.

Some forms, such as the Required Certification and Documents, Vehicle Inventory and Vehicle Availability, and Grant Agreement forms are required regardless of the project request.

There are two forms listed that are not part of the actual electronic system and must be downloaded in Word or Excel, completed, and then uploaded back into the system. These forms are the Vehicle Inventory / Vehicle Availability Form and the In-Kind Match Valuation Proposal Form.

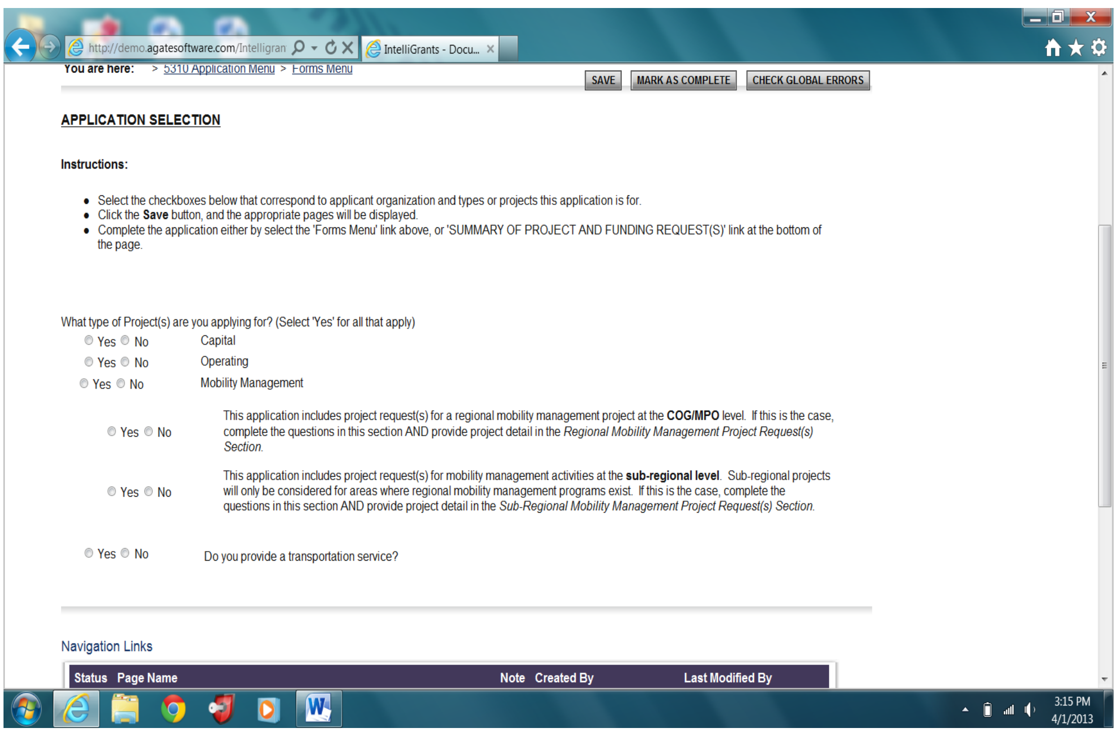
When an applicant completes a form, there is an option, after it is first saved, to add another form. A duplicate form will then appear and the applicant can complete this form for a separate project in the same manner the first form was created. When multiple forms are created, the Navigation Links section will show all pages created and the user can click on the number of the form created (such as 1 or 2) to access a specific form. The top of each screen then shows which form page number the user is on.

There is a qualifier form at the beginning of the application forms that will dictate the number of initial forms that the applicant has to complete.

B. APPLICATION SELECTION FORM

The qualifier form is titled Application Selection. On this form the applicant chooses what types of projects the application is for, capital, operating, or mobility management. Under the mobility management choice, the applicant has two additional choices, which is to identify whether the application is for a regional mobility management project or a sub-regional mobility management project. Both or one of these choices can be selected, but one must be selected if the applicant is applying for a mobility management project.

The last choice is to identify whether or not your agency provides a transportation service. The only reason why an applicant would choose no is because the applicant is a Council of Governments (COG) or Metropolitan Planning Organization (MPO) who is applying for a regional mobility management project. COGs and MPOs are not providing a transportation service per se when they house a regional mobility manager. Therefore, by choosing no, these organizations will not see any forms in the application specifically related to transportation service.



Once the applicant has selected the types of projects to be applied for, click the save button at the top and based on the answers, the forms required to complete appear down at the bottom of the page under Navigation Links. The forms that show in the navigation links include the required Grant Agreement form pages. All required Grant Agreement Exhibits do not show until the Application Selection form page is saved for the first time.

C. TRANSPORTATION PROGRAM VS. PROJECT

The application forms are set up under two different categories; forms are completed in relation to the transportation program or a specific transportation project. All agencies are to provide standard information about their transportation program. What varies is the information provided in regards to specific transportation projects.

Your transportation program is your entire service. Your program is based on your mission, your goals, and your entire service area. You may provide various types of service or service routes funded in many different ways underneath your transportation program.

ADOT has set up the rest of the application forms based on single transportation projects an applicant is applying for. A project can be a vehicle, a transportation service route or type of service provided by an agency that an applicant is seeking operating assistance for, or a mobility manager position. It is rare that an applicant applies for their entire transportation program as a project, although ADOT understands that in the case of smaller agencies or human service agencies that only provide one type of transportation service or route, this might be the case.

D. TRANSPORTATION PROGRAM SPECIFIC FORMS

In the forms titled Program Information, Civil Rights, Training Program, Coordination of Transportation Services and Regional Mobility Management Program Information, ADOT is asking the applicant to discuss their entire transportation program, which again could encompass many types of transportation routes or services.

PROGRAM INFORMATION FORM

The Program Information form asks for all the pertinent information in relation to one's agency and/or transportation program. ADOT understands that many Section 5310 applicants and recipients provide many types of services to clients, not just transportation. What the Program Information form seeks to determine is what your overall agency mission is and then what services are provided in relation to transportation. If your agency provides numerous types of services, the only discussion of those services would be provided under the agency mission question. All other questions on the Program Information page are specific to the transportation program an organization manages.

The form focuses primarily on the entire transportation program provided by the agency. The agency is to provide information on all types of clients or passengers served, all hours and days of transportation service operation, all trip types, the entire size and makeup of your vehicle fleet, the number and type of transportation program staff, and the entire budget related to transportation.

*****Please Note:*** If transportation service related questions show in the Program Information form even though an applicant has answered "no" to "Do you provide a transportation service?" on the Application Selection form, then please answer these questions with "**Not Applicable"** in the text field and **"0"** in the number fields.

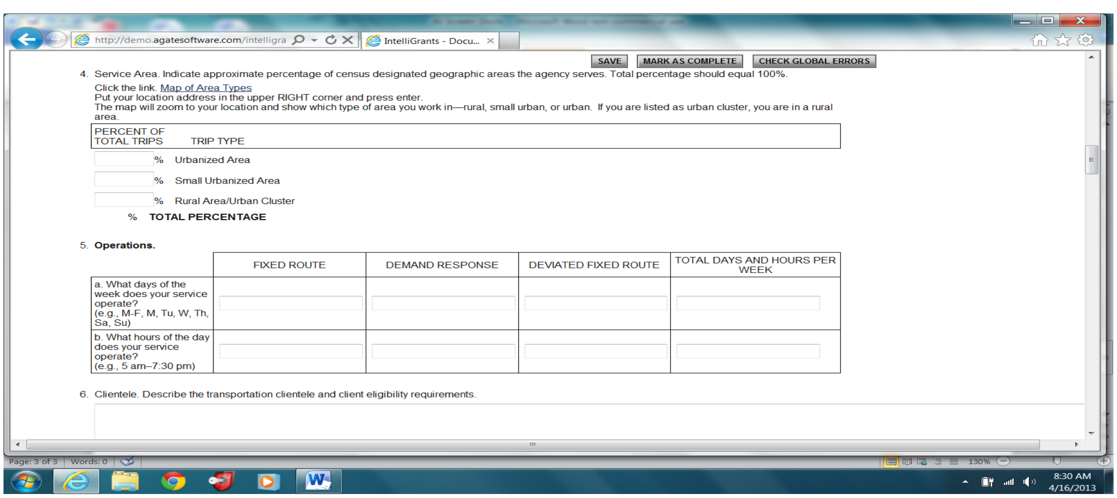
Service Provider – Question #3

Question #3, Service Provider, allows an applicant to explain what agency is actually providing the physical transportation service offered. The simplest answer is that your organization does it all, both administers and physically provides all the transportation service listed. If that is the answer, mark the "applicant" choice.

If your organization only administers the transportation program, but contracts out all the provision of physical transportation service to another private for-profit organization, governmental authority, or nonprofit organization, mark the "subcontractor" choice and then provide in the next question the name and contact information of the contractor providing the service. For example, your governmental entity might administer a city bus service, but that service is actually contracted out to a private for-profit organization whose business is to provide cost effective transportation service. This private for-profit organization may use the governmental entity's owned buses, but the private for-profit provides and pays the actual drivers. This would be a subcontractor relationship.

If your organization does a combination of both providing actual transportation service but also partnering with other organizations to provide a portion of your service (say for a specific contract or type of client), then mark the "other" choice and explain what your organization does and what the other organization(s) does under contract. Then in the next question below, provide the name and contact information of the other organizations your agency partners with to provide the transportation service described in Question #2.

Service Area – Question #4


SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

4. Service Area. Indicate approximate percentage of census designated geographic areas the agency serves. Total percentage should equal 100%.
Click the link. Map of Area Types
Put your location address in the upper RIGHT corner and press enter.
The map will zoom to your location and show which type of area you work in—rural, small urban, or urban. If you are listed as urban cluster, you are in a rural area.

PERCENT OF TOTAL TRIPS	TRIP TYPE
%	Urbanized Area
%	Small Urbanized Area
%	Rural Area/Urban Cluster
%	**TOTAL PERCENTAGE**

5. **Operations.**

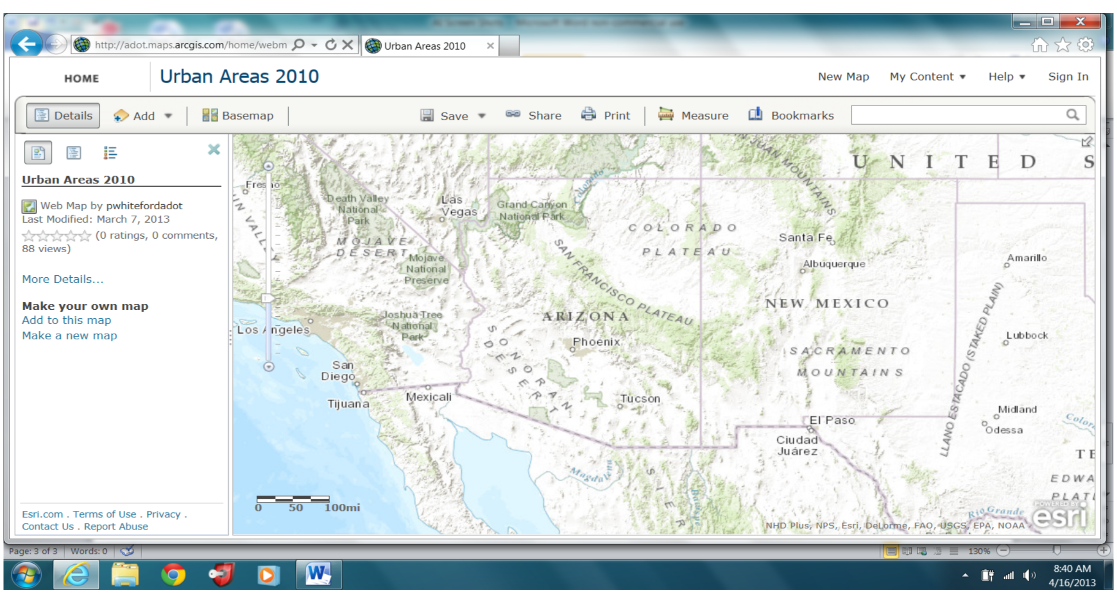
	FIXED ROUTE	DEMAND RESPONSE	DEVIATED FIXED ROUTE	TOTAL DAYS AND HOURS PER WEEK
a. What days of the week does your service operate? (e.g., M-F, M, Tu, W, Th, Sa, Su)				
b. What hours of the day does your service operate? (e.g., 5 am–7:30 pm)				

6. Clientele. Describe the transportation clientele and client eligibility requirements.

Under question #4, Service Area, an applicant is to indicate the approximate percentage of census designated geographic areas the agency serves. There are three different types of areas an applicant can provide service in: an Urbanized Area, a Small Urbanized Area, and a Rural/Urban Cluster Area. A rural or "urban cluster" area is an area with a population under 50,000. This includes all areas outside of an urbanized area. A small-urbanized area (UZA) is an area with a population between 50,000 and 200,000. In Arizona, the small-urbanized areas are Avondale – Goodyear, Casa Grande, Flagstaff, Lake Havasu City, Prescott Valley – Prescott, Sierra Vista, and Yuma. A large UZA is an area with a population of over 200,000. In Arizona, the large UZAs are Phoenix - Mesa and Tucson.

ADOT is requesting this information in regards to your entire service, not just one specific route. The reason ADOT is asking for this information is because Section 5310 funding from the Federal government is distributed to the State based on these different population distinctions. In order to ensure that appropriate funds are going to appropriate areas of service, ADOT must have an idea of the different areas your organization serves and the approximate amount of service your organization provides in those areas. Please provide information in regards to the service area, not the location of your headquarters or your satellite office location.

If an applicant is not quite certain as to where their service is located and what population distinction it falls under, ADOT has provided a Map tool in Question 4 as a guide. Click on the "Map of Area Types" link. This link then provides an Arizona GIS map page. Put the location address of the service in question in the upper right hand corner of the page and press enter. The map will then zoom to this location and show which type of population area the service is in, either urbanized, small urbanized, or rural. The map feature does not state rural, it states "urban cluster," which is a census designation and refers to density. Therefore if the map shows "urban cluster" your service falls within the rural area.



To return to the application page from the map tool, simply click the back button on your browser.

Please note, ADOT does not define a single method for determining the percentage of your service that is in the rural, small urban, and urbanized areas, but ADOT does request that the organization be consistent and be able to identify how the percentage of service was calculated. There are three general approaches an organization can use.

- Area. The square miles of your service area that are in the urban area, or those in the rural area, as a percent of your total service area square miles.
- Residence of Riders. The number of riders living in the urban area, and those in the rural area, as a percent of your total rides.
- Miles. The number of miles operated in the urban area, and those in the rural area, as a percent of your total miles.

Area is the easiest to estimate and is fairly static - it only changes when the boundaries change. It also has little relationship to the cost of providing service.

Residence of riders is also fairly easy to estimate, but this changes more often as new riders come on to the service and existing riders leave the service.

Miles are likely the best reflection of the cost of providing service. While an organization may only have 5% of its riders in the rural area, because of their distance from activity centers, the organization may find that 20% of its miles are used serving these riders. Using "miles" as a service measure will result in a percentage of service in urban and rural areas that most closely matches the organization's costs. To use this measure, look at the trip sheets for a typical day or week and estimate the percent of miles operated in the rural, small urban and/or urbanized areas.

Vehicle Fleet – Question #8

Under question #8, Vehicles, the applicant is to provide the total number of revenue service vehicles in the fleet broken out by Full-Time, Part-Time / Peak, or Back-Up/Spare service.

Revenue service means the time when a vehicle is available to the public and there is an expectation of carrying passengers. These passengers either directly pay fares, are a subsidized ride by some other means, or payment is provided for the ride through a contractual arrangement (i.e.: human service agency contracts). Vehicles operated in fare free service are considered in revenue service.

Vehicles not in revenue service are vehicles used for staff support functions. Please do not include these vehicles (such as sedans, trucks, etc.) in the fleet information.

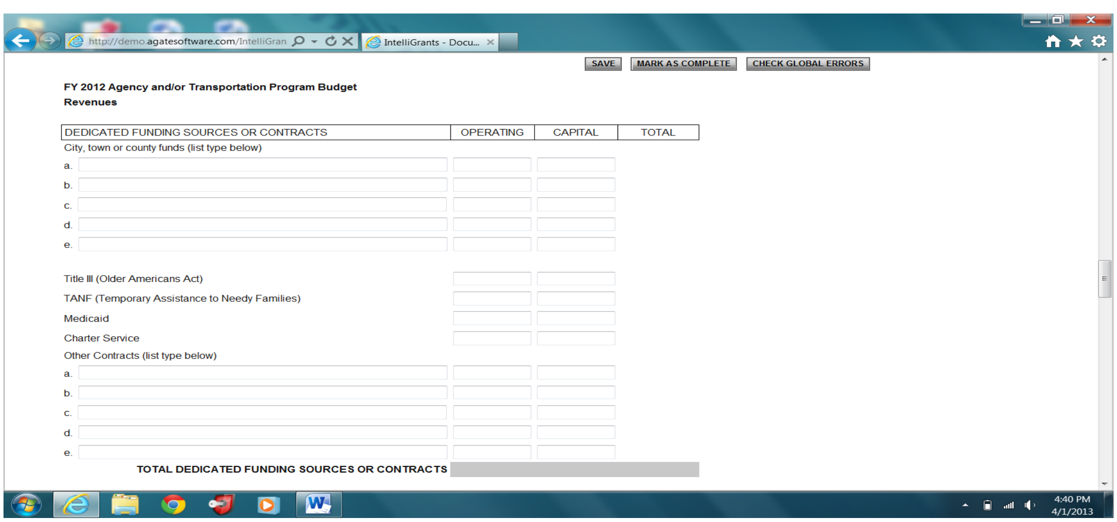
Full-time service means vehicles are used the majority of the time in service, at least ¾ of the time your service operates. Part-time, peak service means vehicles are used part of the time in service, either during peak times in service when more vehicles are needed, or approximately half the time your vehicles are operating in revenue service. Back-up or spare service refers to vehicles in the fleet strictly used to back-up and provide service while your full time or part time service vehicles are taken out of service for maintenance, repairs, etc. Back-up or spare vehicles are used less than ¼ of the time in service.

The applicant is also required to provide the total number of ADA accessible vehicles in their fleet, regardless of their status (either full/part time or back-up). This information will provide regional reviewers and ADOT an understanding of how many vehicles in your fleet can actually accommodate wheelchairs, other mobility aid devices, or serve individuals who need assistance getting into the vehicle either via a ramp or lift.

Budget Information

Under the Agency and/or Transportation Program Budget section, the applicant is to provide a picture of the ***entire*** transportation program budget. The applicant's agency budget might be the same as the transportation program budget. If the budget is the same and the entire budget is *related to transportation*, provide the entire agency budget information. If the agency budget is ***not*** entirely related to transportation, please just provide information on revenues and expenses related to your **entire transportation program**.

Please note in this section that ADOT is requesting **2014 actual** budget information, not current 2015 or projected 2016 budget information. By requesting actual budget information, it provides reviewers with a more solid picture of where the agency is financially and where gaps in funding might be. Current 2015 and projected 2016 budget information is only to be provided in the project request forms.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FY 2012 Agency and/or Transportation Program Budget
Revenues

DEDICATED FUNDING SOURCES OR CONTRACTS	OPERATING	CAPITAL	TOTAL
City, town or county funds (list type below)			
a.			
b.			
c.			
d.			
e.			
Title III (Older Americans Act)			
TANF (Temporary Assistance to Needy Families)			
Medicaid			
Charter Service			
Other Contracts (list type below)			
a.			
b.			
c.			
d.			
e.			
TOTAL DEDICATED FUNDING SOURCES OR CONTRACTS			

There are two line item columns where an agency can provide budget information, in either the operating line item or the capital/mobility management line item. Most revenue and expenses should be put in the operating column, to include both administrative and operating expenses. The capital/mobility management column is there so that agencies can provide information on funds received specifically for capital projects to purchase vehicles, equipment or facilities, or to support mobility management projects. Capital expenses can also be shown for and include: depreciation, leases, and rental costs.

All number fields in the budget section must be completed, even if the applicant does not have a specific dollar amount to include in the field. Please put a zero in all fields that the agency does not have a specific dollar amount for.

CIVIL RIGHTS FORM

The Civil Rights form allows an applicant to explain what their agency is doing to comply with Civil Rights requirements for various types of federal initiatives, including Title VI Non Discrimination, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), and the Americans with Disabilities Act (ADA). Applicants will also be required to report any civil rights complaints in the past 12 months that have been filed against their agency and what has been done to resolve the issue.

Applicants are required to both answer questions on Civil Rights requirements and also attach related agency policies and procedures. These policies and procedures will become part of the applicant's permanent electronic grant file in the E-Grants system so that ADOT staff can review this information when it is necessary and the information will not be requested again, such as at the time of a site visit.

*****Please Note:*** If transportation service related questions show in the Civil Rights form even though an applicant has answered "no" to "Do you provide a transportation service?" on the Application Selection form, then please answer these questions with "**Not Applicable"** in the text field, **"No"** in the radio button choices, and **"0"** in the number fields.

TRAINING PROGRAM FORM

The Training Program form explains the required components of an Americans with Disabilities Act or ADA compliant training program, which include operating vehicles and equipment safely, paying appropriate attention to the differences among persons with disabilities, treating persons with disabilities in a respectful and courteous way and assisting passengers properly. Applicants are then required to indicate what training the agency provides and how that training is being offered.

In addition, the application asks what type of safety measures the agency has implemented.

If the agency indicates it does not provide a transportation service on the application selection page, then the Training Program form is not required.

COORDINATION OF TRANSPORTATION SERVICES FORM

Coordination of transportation services and resources is a primary area of focus for evaluators of Section 5310 applications. 40% of an application's overall score for funding is based on agency coordination activities, which are to be described by the applicant in the Coordination of Transportation Services form.

The form has questions that cover four main focus areas. These areas are directly tied to the project evaluation criteria for coordination and are:

- Participation in regional coordination activities;
- Board support for transportation coordination;
- Integration of coordination into transportation program activities through policies, budget, and staffing authorizations; and
- Involvement in coordinating services or resources with other agencies.

REGIONAL MOBILITY MANAGEMENT PROGRAM INFORMATION FORM

The last form that falls under transportation program specific forms is the Regional Mobility Management Program Information form. The form asks questions about the mobility management program in each region and is ***only*** completed if an applicant is applying for a mobility management project.

The form asks about the partners in, and objectives of, the regional mobility management program. Applicants can provide information based on whether the regional mobility management program is new or existing. If an existing program, information will also need to be provided about regional coordinating councils.

If the application is being submitted by an agency other than the sponsor of the regional mobility management program, applicants are to work with their regional mobility manager to complete the information requested in this form.

E. TRANSPORTATION PROJECT SPECIFIC FORMS

In the forms titled Summary of Project and Funding Request, Capital Request, Operating Request, Regional Mobility Management Request, and Sub-Regional Mobility Management Request, ADOT is asking the applicant to describe the actual transportation project the agency is seeking financial assistance with. The project defined should be for a single purpose.

The discussion below of the budget section in the Operating Request form also pertains to the Regional and Sub-Regional Mobility Management Request forms. All three of these forms were built with the same information requested in the Fiscal Capacity and Proposed Budget sections.

The discussion below of the General Information section in the Capital Request form also pertains to the Operating Request form and the Regional and Sub-Regional Mobility Management Request forms. All request forms are built with the same information to be included at the top of the page, and that information comes from the Summary of Project and Funding Request form.

SUMMARY OF PROJECT AND FUNDING REQUEST FORM

After the applicant selects the type of projects to be applied for under the Application Selection form, a series of request pages will populate based on this information. Capital Request, Operating Request, and Regional or Sub-Regional Mobility Management project forms will appear and the applicant is required to provide the pertinent project information for the project types.

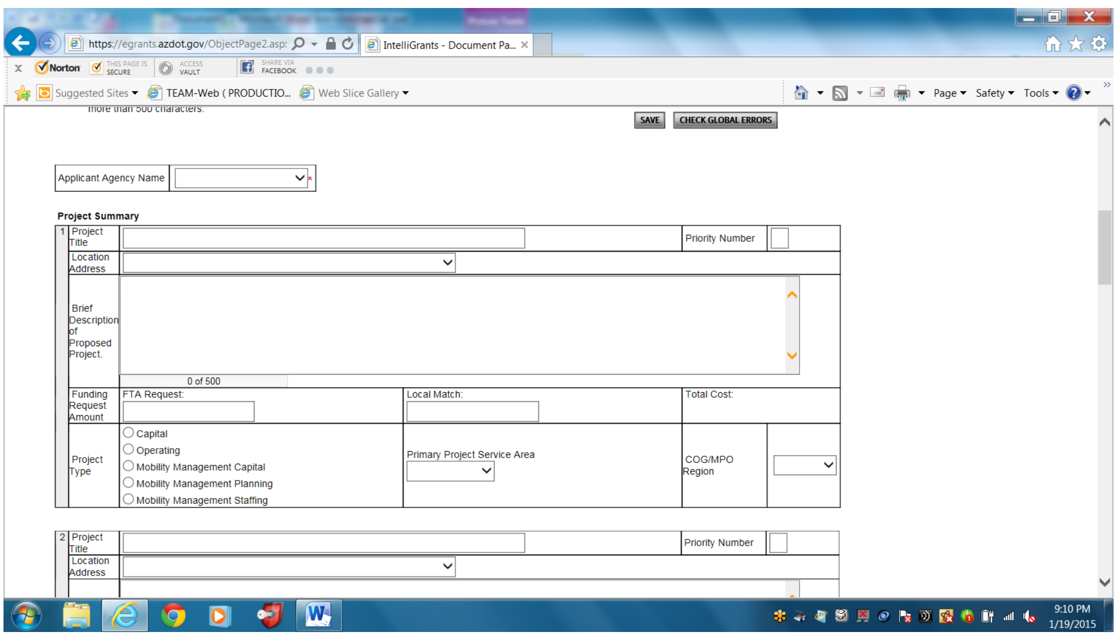
But before an applicant is to complete those specific request pages, the first page an applicant must complete is the Summary of Project and Funding Request form. This form is to include all the projects that the applicant is going to apply for. There are a series of drop down menus so that each project can be designated by whatever office or location the project will be housed at. This information is pulled from your organization profile, so your organization profile must include all agency name and address locations where projects might be housed.

Every project applied for is considered one project. There are spaces for five projects to be listed on the summary of project and funding request page. If the applicant has more than five projects, after the save button is clicked, a choice to add an additional page will appear and the applicant can add a new page and continue to provide information on an additional five projects. Adding pages can be done as many times as needed to add all the applicant's projects.

Applicants are to list every single piece of capital equipment as a separate project. For example, if your agency is looking to replace four (4) buses, each bus replacement is considered a separate project and the applicant would complete four summary project funding sections. This then translates into completing four separate capital request pages, one for each bus request.

The only exception to this rule is if your agency is applying for technology equipment such as a radio or computer that must be funded as a group, for example say ten (10) radios. This request can be listed as a group and only one project, do not ask for a single radio ten times.

Step-by-Step



The applicant will start by choosing which agency name the application is for.

Then, create a title for your project. The project title is a short description of the project, such as Cutaway with Lift to replace VIN 5555.

The priority number is to identify the priority in which the project should be considered. If all the projects listed for an applicant cannot be funded, which of the projects on this list is the top priority?

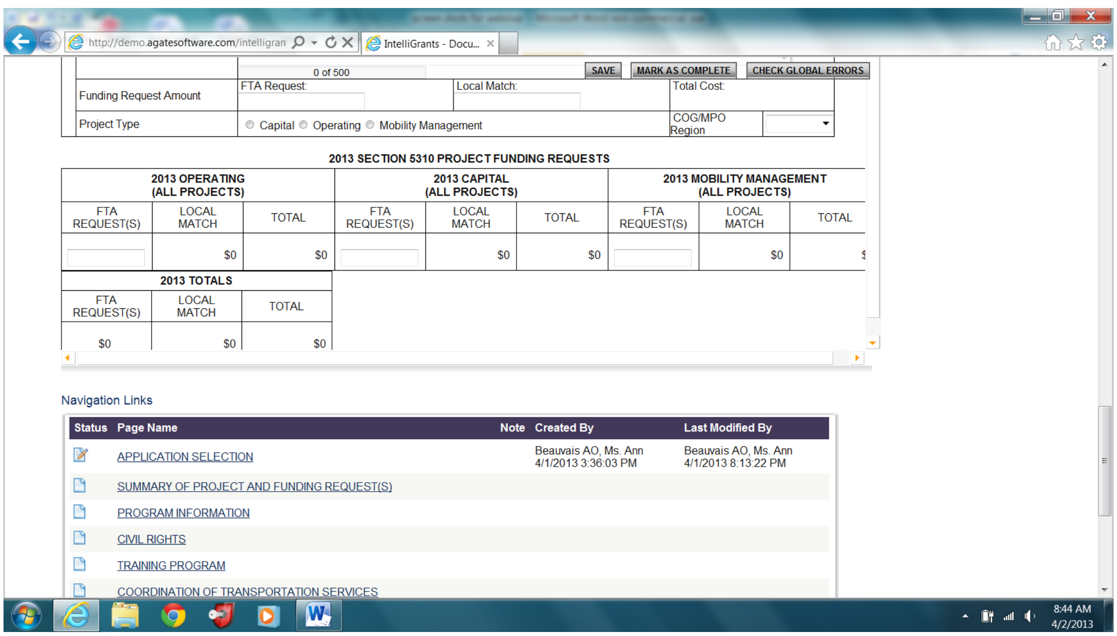
The location address is a drop down menu that will show all addresses the applicant listed in the organization section. Choose the address that will house the project.

In the brief description of the project, this section should include enough detail to explain the purpose of the project.

Then put in the funding request amount. The applicant is required to put in the federal share amount requested and the local share amount the agency is providing as match. The total grant amount will then calculate and appear.

Starting with the FY 2014 application cycle forward, there is now is a drop down menu in regards to primary service area. Based on the calculations completed in regards to the urban, small urban, and rural service area question on the Program Information page (see instructions on pages 23-25), identify for ADOT what the ***primary*** service area is for the ***project*** requested.

Lastly the project type should be identified, is this a capital, operating or mobility management project request? And also, from the drop down menu, choose the COG or MPO region that this project falls under.



Once all the project summaries are listed, at the bottom of the page the entire federal grant amount requested for the application is required. Add up all the federal amounts requested, for each project and by project type, and enter those numbers in this table at the bottom of the page. The table then automatically calculates the local match and total.

CAPITAL REQUEST FORM

Once the Project Summary form is completed, the applicant can then complete the necessary project request forms.

The Capital Request form page is designed for an applicant to explain what type of capital is being requested, the cost of this equipment, and who will be responsible for managing this equipment. The form then allows the applicant to provide information on the request based on whether it is for: 1) a replacement item in the fleet or inventory, 2) an expansion of your fleet or service, or 3) new service.

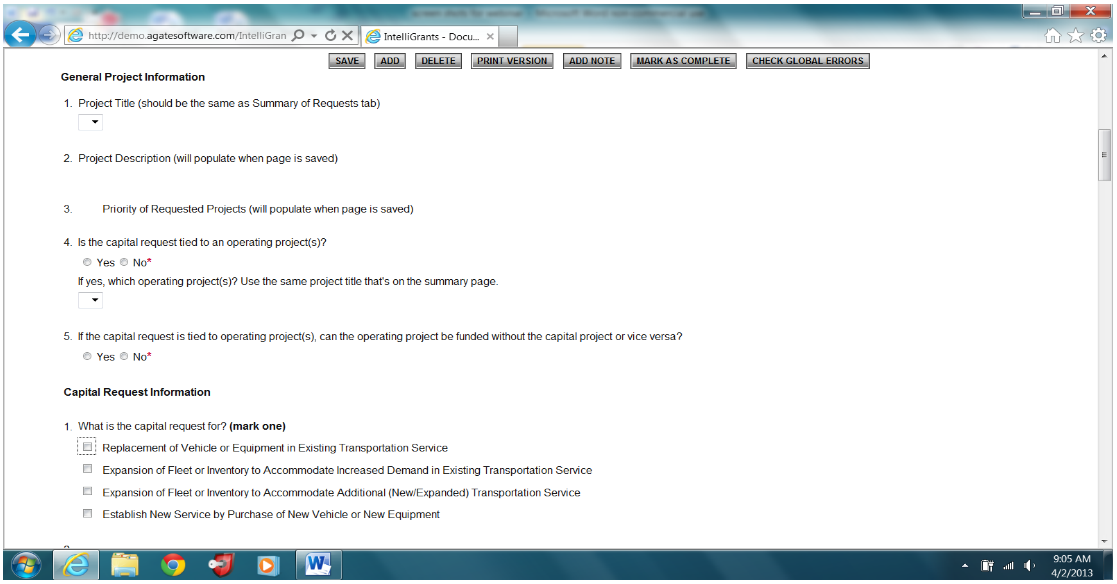
There are two different expansion request choices. The first is: Expansion of Fleet or Inventory to Accommodate Increased Demand in *Existing* Transportation Service. This category would be marked if, for example, the capacity of your current routes has grown to the point that your agency needs an additional vehicle just to sustain the same level of service. The second is: Expansion of Fleet or Inventory to Accommodate *Additional* (New/Expanded) Transportation Service. This category would be marked if, for example, your agency is adding a new route to your existing service and a vehicle(s) is needed to support this new route.

At the end of the page, applicants are required, if requesting a vehicle, to provide the estimated performance measures for that vehicle, in terms of number of days it will operate, and the projected service hours, service miles, and one way passenger trips that will be provided by the vehicle on either a weekly, monthly or annual basis.

Agencies can apply for any type of eligible capital equipment under the Capital Request form to include vehicles, communications equipment, dispatch / scheduling software and hardware, and other related equipment to support a single agency's needs. Although vehicle requests are the priority for capital funding out the Section 5310 program, other capital requests will be considered. Please note that ADOT is not supportive of single radio or computer requests, unless that request is tied to a need for coordinated dispatch services.

*** **Please note:*** If an agency is applying for capital equipment such as scheduling software and hardware, computers, Automatic Vehicle Locators (AVLs), Mobile Data Terminals (MDTs), etc. specifically to support a *coordinated* information, referral, dispatch and/or scheduling *effort*, then please ***do not*** apply for this equipment under the Capital Request form. All agencies applying for capital equipment to support a ***coordinated effort*** must apply for this equipment under the Regional or Sub-Regional **Mobility Management** Request forms. If the request for this type of capital is made under the mobility management section of the application, then the request must be supported by a documented assessment of the technology and equipment needed, such as a planning study.

General Information

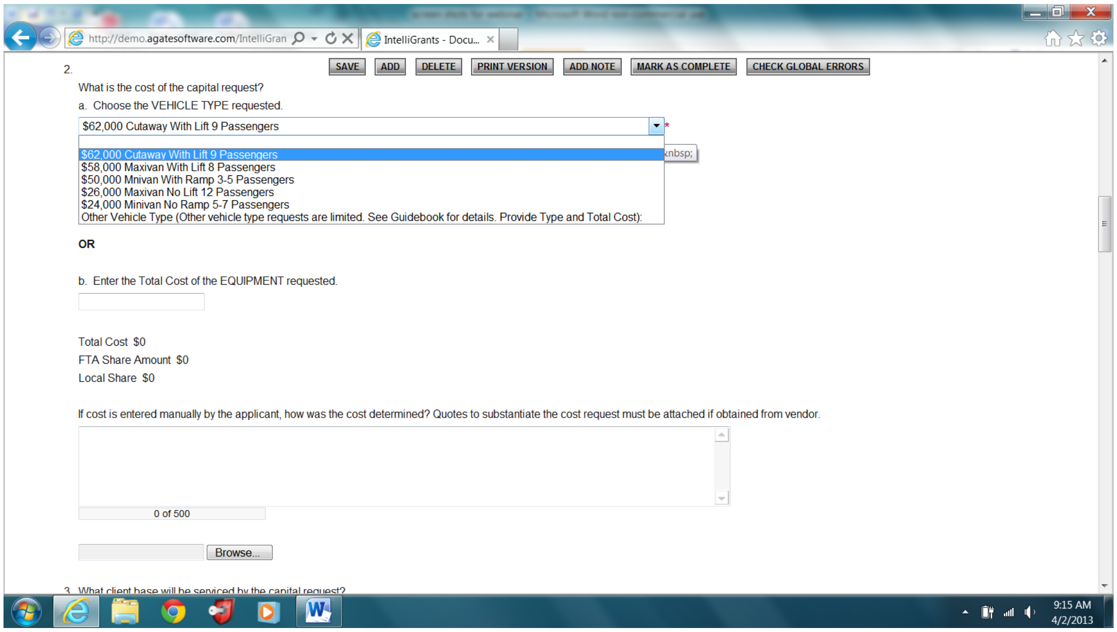


Under general project information, the applicant has the ability to choose one of the project titles provided on the Summary of Project and Funding Request page. Once a project title is chosen, the project description, priority number, and funding request for this project pre-populates from the Summary of Project and Funding Request page.

Applicants are then asked if the capital project is tied to an operating project. If yes, then the applicant uses another drop down menu and chooses the project title of the related operating project.

The applicant can then choose what the equipment request is for, is it for: replacement of an existing item; expansion of the fleet or service; or new service? Based on the type of project chosen, a series of questions related to the need and purpose of the request will populate at the bottom of the screen that the applicant must answer in order to complete the form.

Cost



For the cost of the capital equipment, agencies have a drop down menu choice if they are requesting a vehicle type that ADOT procures. The total anticipated price of this vehicle is listed in the drop down menu. Choose the appropriate vehicle type and then the total, federal and local share amounts will all populate underneath after the user clicks the save button.

For budget purposes and to complete the Summary of Project and Funding Request page, below are the projected costs of FY 2015 ADOT procured vehicle types.

Cutaway With Lift – 14 Passenger <u>4X4 Option</u>:

- $85,000 Total
    - $68,000 FTA Share; $17,000 Local Share

Cutaway With Lift – 9 Passenger <u>4X4 Option</u>:

- $83,000 Total
    - $66,400 FTA Share; $16,600 Local Share

Cutaway With Lift – 14 Passenger:

- $65,000 Total
    - $52,000 FTA Share; $13,000 Local Share

Cutaway With Lift – 9 Passenger:

- $63,000 Total
  - $50,400 FTA Share; $12,600 Local Share

ADA Accessible Ford Transit Connect:

- $58,000 Total
  - $46,400 FTA Share; $11,600 Local Share

Non-ADA Accessible 4x4 SUV (i.e. Chevy Suburban):

- $44,000 Total
  - $35,200 FTA Share; $8,800 Local Share

Minivan With Ramp:

- $40,000 Total
  - $32,000 FTA Share; $8,000 Local Share

Maxivan No Lift:

- $28,000 Total
  - $22,400 FTA Share; $5,600 Local Share

Minivan No Ramp:

- $25,000 Total
  - $20,000 FTA Share; $5,000 Local Share

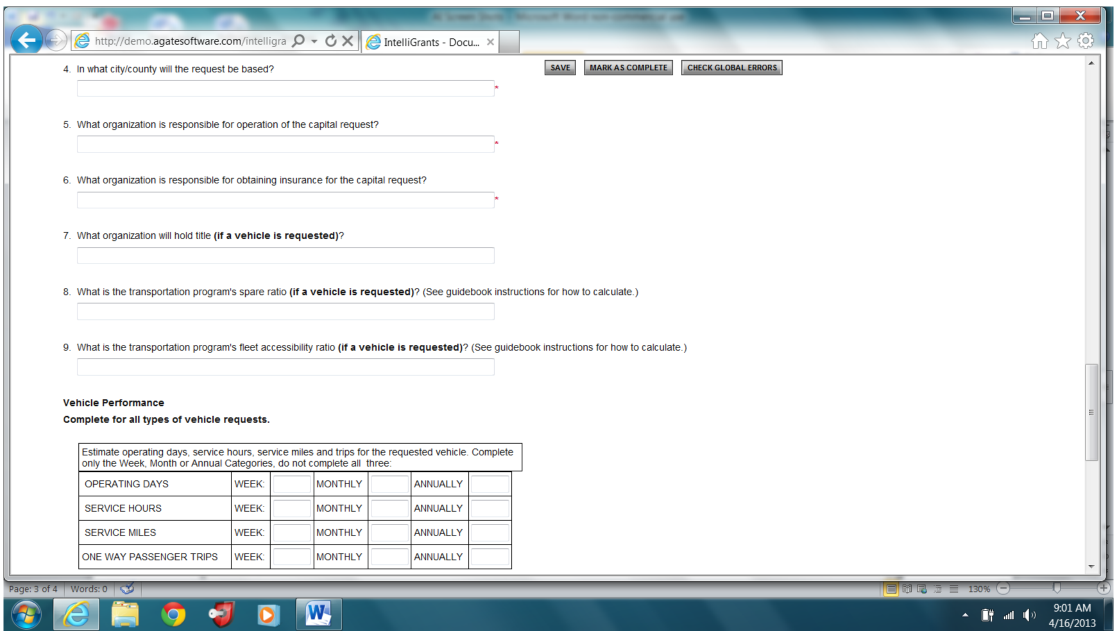
If the applicant is requesting another type of equipment, either another type of vehicle that ADOT does not procure or equipment such as communications equipment or scheduling software, then the applicant puts in the total anticipated cost of the equipment. Based on the total cost entered, then the system calculates the federal and local share.

If requesting equipment in which the applicant provides the total price, ADOT would like to know how that cost was determined. The applicant will need to provide information, such as quotes from vendors, which substantiate the anticipated and requested cost.

Make sure the amounts listed on the capital page are the same as what is listed in the Summary of Project and Funding Request pages.

Spare Ratio and Fleet Accessibility Ratio

Questions 8 and 9 in the Capital Request Information section pertain to your overall fleet. If the vehicle project is for a specific satellite location with it's own fleet, separate from the main parent organization's fleet, then only provide information about the specific location's fleet.



Spare Ratio

Use the following calculation to determine your fleet's spare ratio. D is the actual spare ratio to put in question 8.

A) Total number of revenue vehicles in fleet

B) Number of vehicles required for maximum service (full time and part time)

C) Actual number of spare vehicles (A minus B)

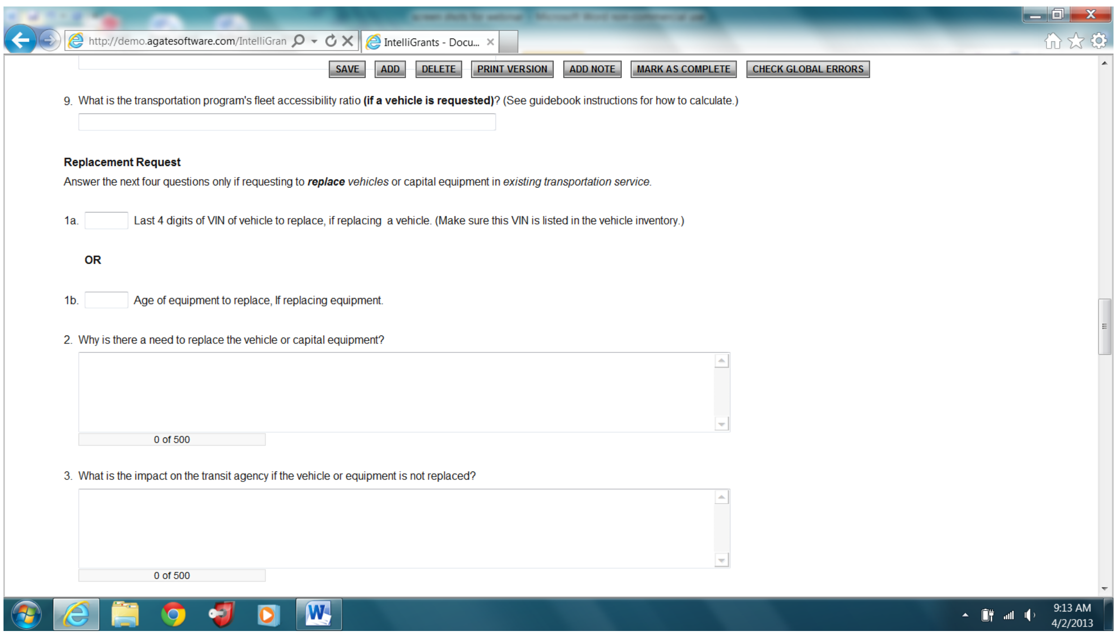
D) Actual Spare Ratio (C divided by B)

For example, if an agency has 24 total vehicles in the fleet and 21 are used in maximum service, the actual number of spare vehicles is 3. 3 divided by 21 is 14%. The spare ratio is then 14%.

Fleet Accessibility Ratio

To calculate the fleet accessibility ratio, simply divide the total number of ADA accessible vehicles in the fleet by the total number of revenue vehicles in the fleet. For example, if an agency has 24 total vehicles in the fleet and 20 of those vehicles are accessible, divide 20 by 24 and the Fleet Accessibility Ratio is 83%.

Vehicle Replacement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9. What is the transportation program's fleet accessibility ratio **(if a vehicle is requested)**? (See guidebook instructions for how to calculate.)

Replacement Request

Answer the next four questions only if requesting to ***replace*** *vehicles* or capital equipment in *existing transportation service.*

1a. Last 4 digits of VIN of vehicle to replace, if replacing a vehicle. (Make sure this VIN is listed in the vehicle inventory.)

OR

1b. Age of equipment to replace, If replacing equipment.

2. Why is there a need to replace the vehicle or capital equipment?

0 of 500

3. What is the impact on the transit agency if the vehicle or equipment is not replaced?

0 of 500

If the applicant is requesting to replace an existing vehicle in service, the applicant will need to put in the last 4 digits of the VIN that the vehicle request is replacing.

This VIN must be listed in the Vehicle Inventory Form Excel Sheet that the agency is required to complete and upload with other application support documents.

VEHICLE INVENTORY FORM

All agencies must complete a Vehicle Inventory and Vehicle Availability form, even if they are not applying for replacement or expansion vehicles. The inventory form currently needs to be completed in Excel and uploaded to the system as part of the required application documents. The form can be located on, and downloaded from, the system under the Navigation Links at the bottom of the forms page.

The E-Grants system will eventually house all of your agency's fleet information but the system has not yet been fully configured. Therefore, for the 2015 application cycle, ADOT is asking applicants to complete or update the Vehicle Inventory form and accompanying Vehicle Availability form in Excel.

AGENCY VEHICLE INVENTORY

Name of Agency:	Contact Person:
Address:	E-Mail:
City, State, Zip:	Phone:
Site Location:	COG/MPO Region:

Please provide an inventory of all vehicles.
If you have multiple sites, please indicate which site the vehicle or vehicles are located at above and complete an inventory sheet for each site. If your agency has more than 25 vehicles at each site AND has an agency specific inventory tracking sheet, this inventory can be provided in lieu of completing this form AS LONG AS the inventory provided includes the same information as requested below.

Vehicle Identification Number (VIN) (ONLY LAST 4 NUMBERS OF VIN ARE REQUIRED)	Vehicle Location (Provide the city the vehicle is located in. If you have multiple sites in the same city, provide the address and city the vehicle is located in.)	Funding Source (i.e.: 5310, local, etc.)	Vehicle Type (enter # from list on right)	Year	Make	Model	Mileage	Date Mileage Was Recorded	# of Ambulatory Seats	Lift or Ramp?	# of W/C Positions	Condition Code (enter # from list on right)	Anticipated Replacement Year	Is the Vehicle On ADOT Lien?

The Vehicle Inventory form must include all vehicles used in revenue service by the agency, ***not*** just ADOT funded vehicles. If vehicles are at different locations, provide the location of the vehicle on the form.

VEHICLE AVAILABILITY FORM

VEHICLE AVAILABILITY

Name of Agency:	Report completed by:

Columns denoting location through mileage will fill in automatically from the vehicle inventory sheet if you enter it there first.

Vehicle Location (Provide the city the vehicle is located in)	Year	Make	Model	Mileage	Days Vehicle is in Serivce								Hours in Which the Vehicle is Typically in Service and Highest Passenger Load per Vehicle During Hour																
					Used less than 1 day /week	If used weekly, mark each day vehicle is used.							Morning (AM)								Afternoon (PM)								
						M	T	W	T	F	Sa	Su	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
0	0	0	0	0																									
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The Vehicle Availability form must also be completed so that COGs and MPOs can determine all the vehicles available for use in their region. Instructions are provided with the form and the form will populate with data from the Vehicle Inventory form if the applicant completes this first.

Part of the evaluation criteria for vehicle projects is examining vehicle availability, so it is important to have this form completed.

OPERATING REQUEST FORM

The Operating Request page is set up similarly to the Capital Request page in that the general project information is designated by a drop down menu, in which the applicant chooses the title of a project from the Summary of Project and Funding Requests and the form then populates with information about the priority number of the request and the funding amount requested.

The form then has questions that cover three to four main focus areas, depending on whether the service is new or existing. These areas are directly tied to the project specific evaluation criteria for operating requests and are:

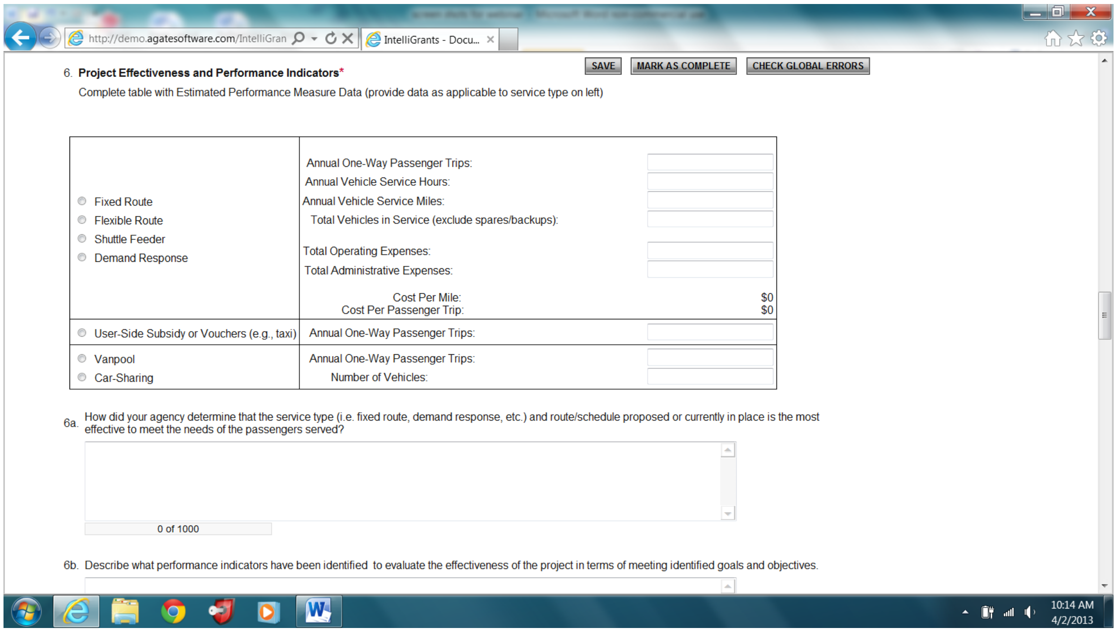
- Documentation of need and project benefits;
- Service implementation plan;
- Project effectiveness and performance indicators; and
- Financial hardship, project budget, project sustainability, and ability to leverage other program resources.

The service implementation plan focus is only evaluated for new operating projects. New operating projects mean new to the organization, not new to ADOT funding.

Performance Indicators

Performance Indicators are asked of the agency when providing information on an operating request. Applicants are required to provide information on a fixed, flexible or demand response route project in terms of the annual one-way passenger trips, annual vehicle service hours, annual vehicle service miles, and the total vehicles in service. In addition, ADOT wants to know what the total operating and administrative expenses are for this service in a given year.

The information provided is then calculated by the E-Grants system into the cost per mile and the cost per passenger trip for the requested service.



If asking for funds for a voucher program or vanpool or car-sharing program, then the applicant only needs to provide annual one-way passenger trips and the number of vehicles being used for the project.

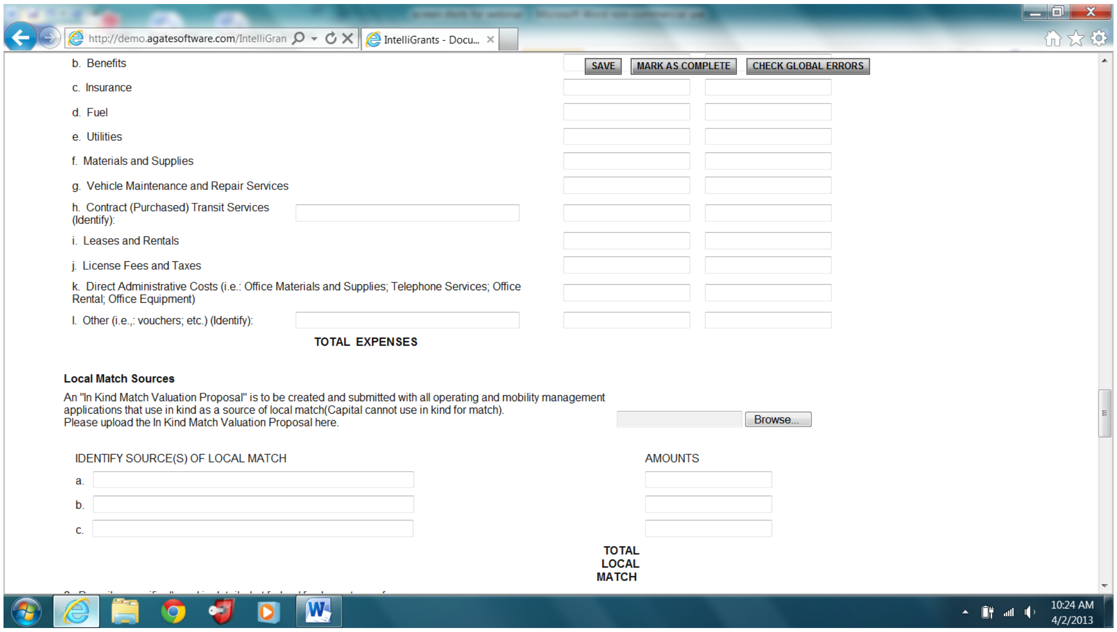
Agencies are required to provided estimated data for the year of the grant request, for FY 2015 that is October 2015 through September 2016, or any data for a timeframe very similar to the federal fiscal year.

If the applicant is unsure as to how to estimate the number of annual one way passenger trips, the 5310 grant guidebook provides information on this process. It is on page 99 in Appendix F, Passenger Trip Calculation.

Project Budget

The project budget is a very important piece of the application. The budget sections are similar for all operating, regional and sub-regional mobility management project requests.

In the budget section the applicant needs to specifically identify what funding will be used as revenue and what the estimated expenses are for the project. The applicant must also identify what their local match sources will be for the project and whether these amounts are in-kind or in cash. If the proposed source of revenue for the project is in-kind, then agencies are required to attach **the In-Kind Match Valuation Proposal** form to verify that the in-kind match is eligible. The In-Kind Match Valuation Proposal form can be located and downloaded under the Navigation Links at the bottom of the page. For more information on the In-Kind Match Valuation Proposal, see Part III of this section, Subsection C.



There are also a series of questions after the budget that must be answered as part of the Fiscal Capacity section. The answers provided by the applicant will be heavily evaluated and scored by the application review committee so answering these questions with complete and factual information is important.

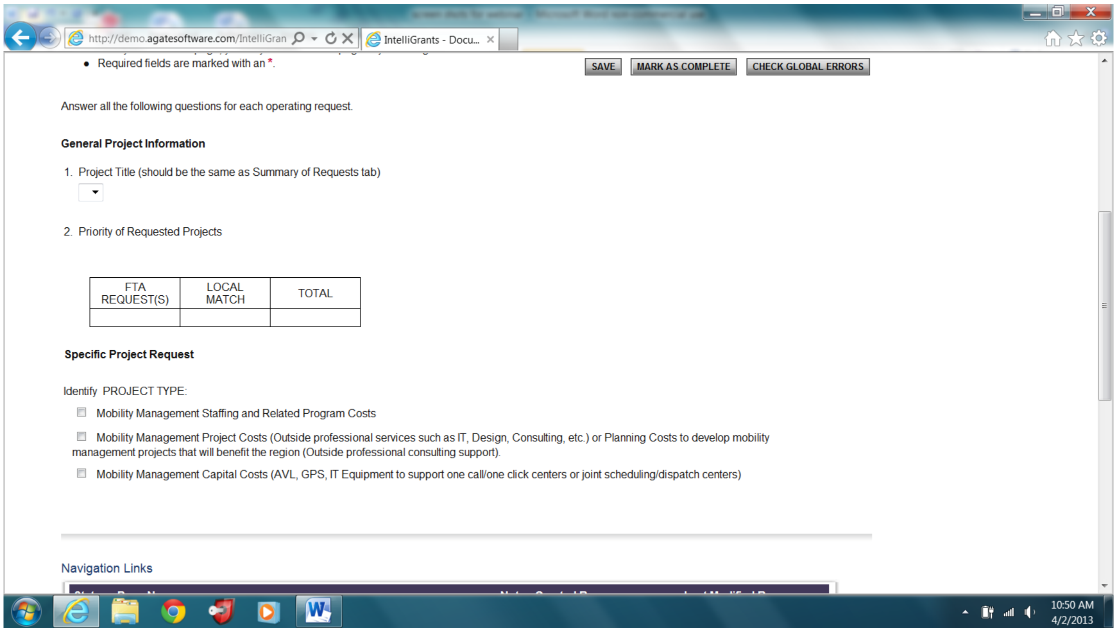
Please note that applicants will be asked about their entire budget for the transportation project for current year 2015 and proposed contract year 2016. Providing a full budget of costs shows how 5310 funding will be used to support the project.

REGIONAL AND SUB-REGIONAL MOBILITY MANAGEMENT REQUEST FORMS

Regional and Sub-Regional Mobility Management Request forms follow a similar outline as the Operating Request form in terms of summarizing the project at the top of the form based on the title of project, which again is brought over from the Summary of Project and Funding Request page. The budget and fiscal capacity sections are also similar.

The only difference between the Regional and Sub-Regional Mobility Management Request forms is that if the applicant is applying for a Sub-Regional project, then that project must be supported by the regional mobility management program and a letter of support must be attached.

Form Focus



These two forms focus on applicants providing a narrative description and project information in regards to three different types of projects. In these two forms, applicants click which type of project they are requesting funding for and then the appropriate questions show based on that choice.

The first project type the applicant can apply for under mobility management is mobility management staffing and related program costs.

The second project type the applicant can apply for under mobility management is mobility management project costs for outside professional services such as IT, Design, or Consulting ***or*** Planning Costs to develop mobility management projects.

The third project type that the applicant can apply for under mobility management is mobility management capital costs such as AVLs, GPS, or IT equipment to support either information or referral services, one-click, one-call centers, or joint scheduling and dispatch centers.

As stated in the Capital Request form section, if an agency is applying for capital equipment such as scheduling software and hardware, computers, AVLs, MDTs, etc. specifically to support a *coordinated* information, referral, dispatch and/or scheduling effort, then please ***apply*** for this equipment under the Regional or Sub-Regional Mobility Management Request forms. If the request for this type of capital is made under the mobility management section of the application, then the request must be supported by a documented assessment of the technology and equipment needed, such as a planning study.

F. REQUIRED FORMS

REQUIRED CERTIFICATION AND DOCUMENTS FORM

There are two additional forms applicants need to work through and complete, the first is the Required Certification and Documents form. In this form, applicants will certify to what type of agency eligibility category they fall under, either nonprofit or governmental authority, certify to meeting regional coordination plan inclusion requirements, and certify that they maintain an accounting system that meets ADOT's requirements.

In addition, applicants will be required to attach supporting documentation to include agency eligibility certification documentation, public involvement letters and notices *if regional or locally required*, authorization to apply documents from an agency's board or resolution from a governmental authority, and the current vehicle inventory and availability forms.

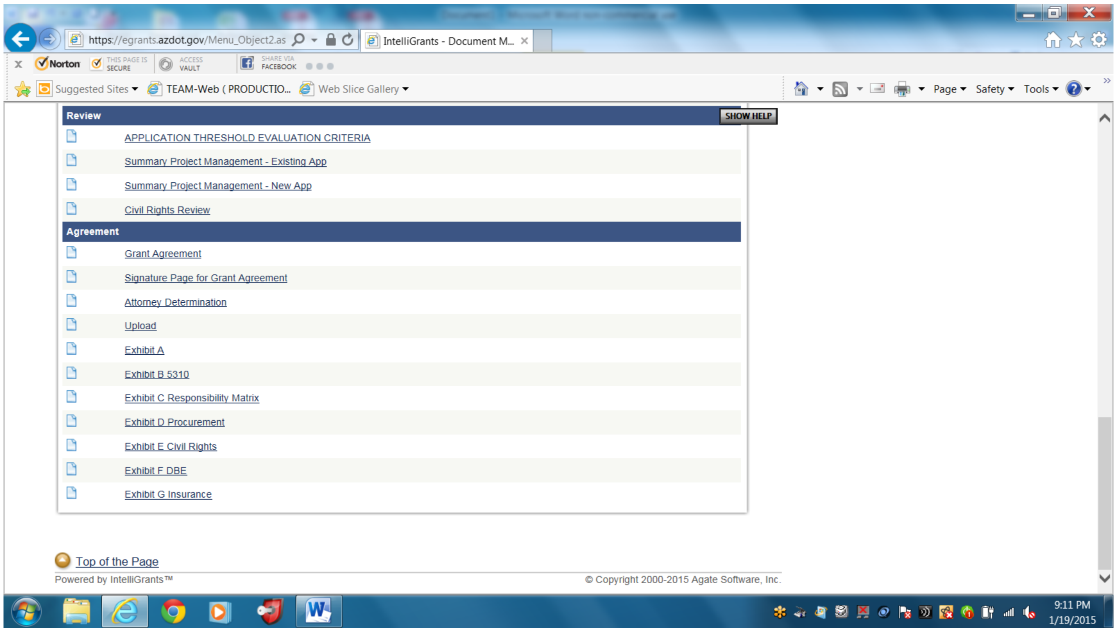
GRANT AGREEMENT FORM

The last additional form to complete is the Grant Agreement. This is the basis for a contractual obligation with ADOT for any funding received in this application cycle and must be agreed to and initially signed at the time of application. Applicants are to read the entire document to understand ADOT and the applicant's roles and responsibilities. It is the Authorized Official's role to complete the majority of the information on this form.

There are three categories within the forms menu, the first are the application forms dependent on the type of projects applied for, the second is the link to submit the application, and the third is the set of Grant Agreement documents, to include the master agreement as well as all corresponding exhibits.

The Grant Agreement is broken out into the main agreement, two signature pages, and agreement exhibits based on the type of organization. Organizations cannot electronically sign the agreement within the main master grant agreement document. Signatures must be provided hard copy and scanned and separate from the grant agreement document.

To complete and submit the application, an applicant must first read the grant agreement and agree to the terms and conditions. Please go into the document link and read through the entire document to agree to the terms and conditions.



Second, the organization must download both signature pages, titled "Signature Page for Grant Agreement" and "Attorney Determination."

CHECK GLOBAL ERRORS

SIGNATURE PAGE FOR
GRANT AGREEMENT

BETWEEN
THE ARIZONA DEPARTMENT OF TRANSPORTATION
MULTIMODAL PLANNING DIVISION acting for and on behalf of
THE STATE OF ARIZONA
AND

ADOT Subrecipient
GRANT ###

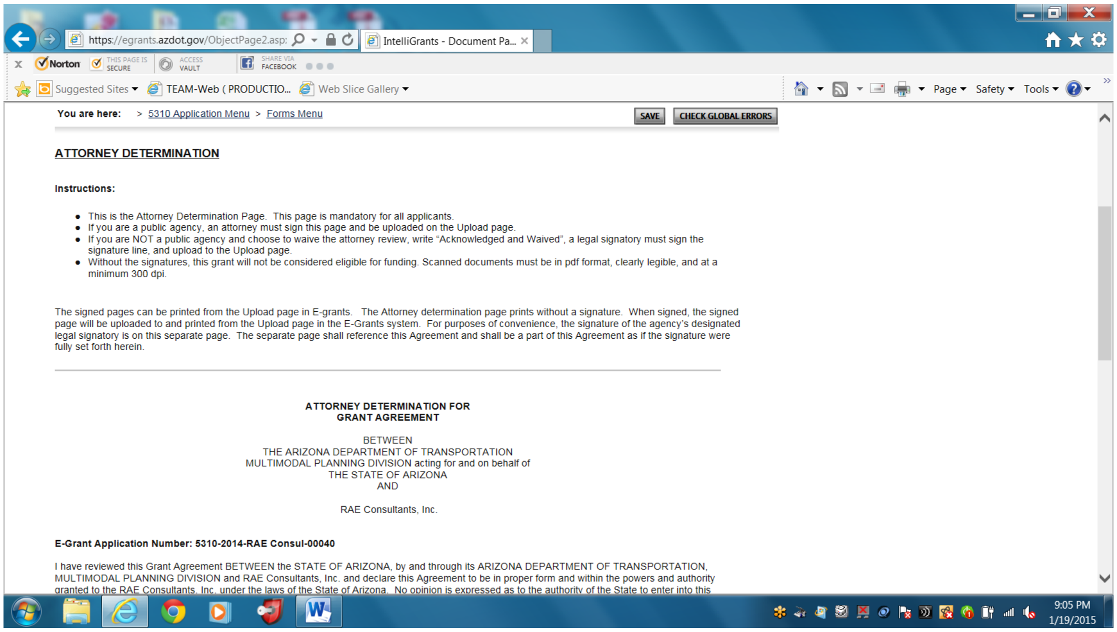
E-Grant Application Number: 5310-2014-Subrecipie-00006

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

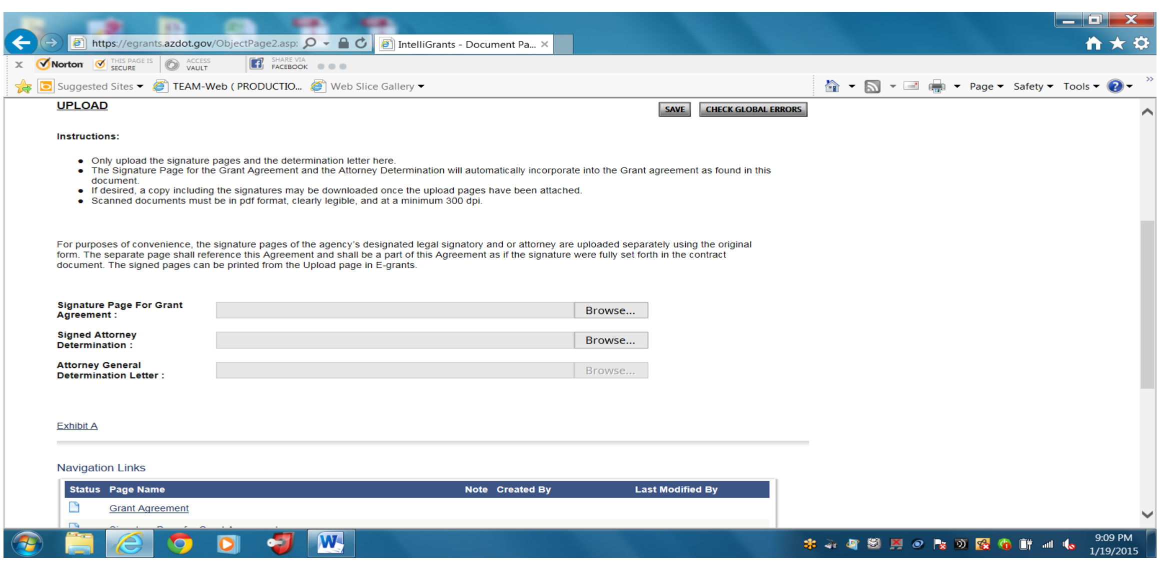
ADOT Subrecipient	**STATE OF ARIZONA** **Arizona Department of Transportation**
By	**By**
Signatory Name(Printed):	Joseph S. Omer Division Director Multimodal Planning Division
Signatory Title(Printed):	
Date Signed	Date Signed

Once the Signature Page for Grant Agreement page is opened, download this page and print it hard copy. The left side is required to be signed and dated by the authorized signatory, which is the person legally responsible for signing grant agreements for your agency. Once signed, scan as a PDF document to be uploaded into the system.



Once the Attorney Determination page is opened, download this page and print it hard copy. This page is designated for your attorney's signature. The attorney must sign and date the form, and then the applicant is to scan the signed copy to create another PDF document to be uploaded to the system.

An attorney signature is required if the applicant is a public agency, this includes all tribes. If the agency is a nonprofit organization, the attorney signature can be waived, ***but*** this page must still be completed. If waived, have the authorized signatory for the agency sign and below hand write that the agency acknowledges and waives the requirement because it is a nonprofit organization.



Once the signature pages are signed, scanned, and saved as PDF documents, then the applicant is to upload both signed, scanned PDFs back into the system via the Upload link and page as shown on page 45.

Once uploaded back into the system, the system will insert these pages into the grant agreement as verification that the applicant formally signed the grant agreement.

Third, the appropriate Exhibits associated with your organization's type will show as part of the Grant Agreement. In order to complete the application and to verify the organization agrees to all terms and conditions, it is required that every applicant open each Exhibit, read through the Exhibit, and at the end of the document, click on a box agreeing to the terms and conditions.

Please note, agreeing to Exhibit F (DBE) is the formal method for adopting ADOT's DBE Program Plan.

G. APPLICATION FORM ORDER

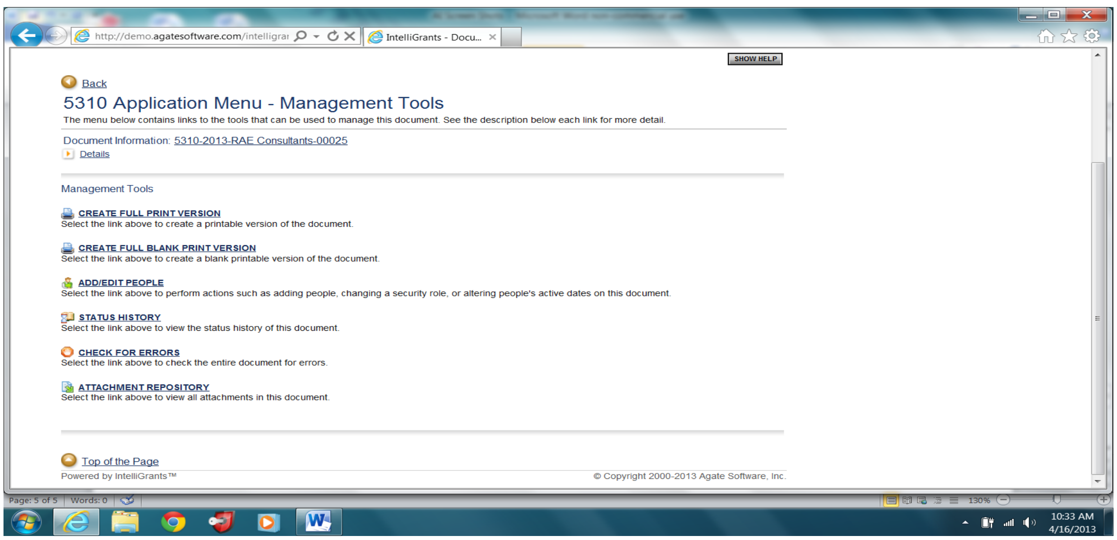
The order applicants should complete the forms is the order that the forms show in the system under the navigation links at the bottom of the page. Applicants must start with the application selection form in order to determine what other forms need to be completed.

H. PRINTING APPLICATION FORMS

On the Application Menu page after an application has been created and accessed through the My Tasks or My Applications tabs, the user has the option to print the entire application as one PDF file. Applicants may print hard copy application forms as a tool to work through the application and keep in their files once the application is complete and submitted to ADOT.

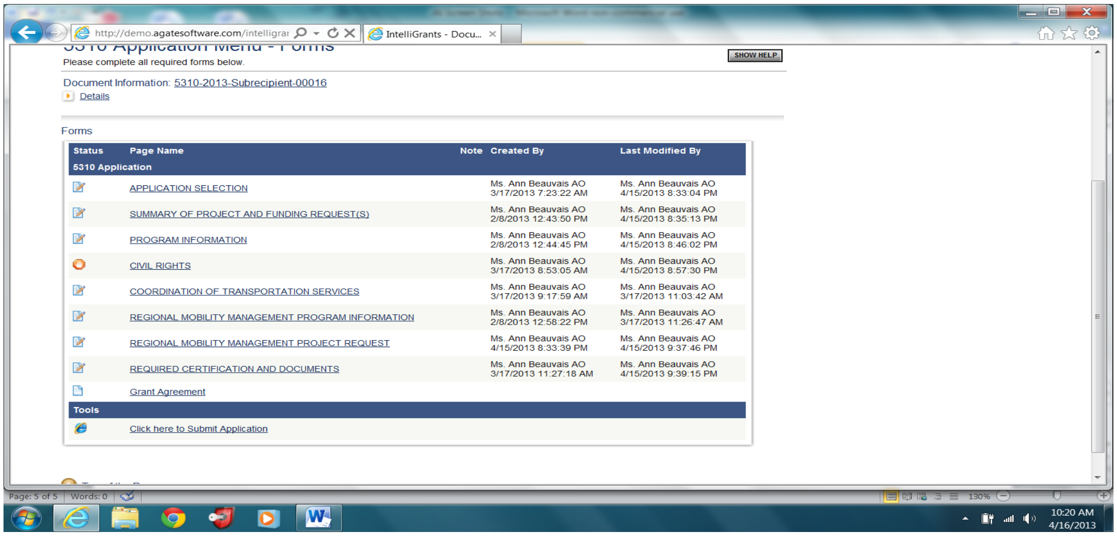
The second tab located on the Application Menu page is titled: Tools. Click on the "View Application Tools" link. This page then provides a series of Management Tools for the user to manage the application forms.

The applicant can either choose to "Create a Full Print Version" of the application which shows all the forms completed by the applicant with all the answers provided, or "Create a Full Blank Print Version" of the application which shows all the application questions with no answers inserted.



When the applicant chooses to "Create a Full Print Version" of the application to show all the answers completed, the form will still show all of the potential questions that could have been answered on a given application form page, even though an applicant was not required to complete them. Please ignore those additional questions in the printed sections. What shows on the electronic application form in the system is correct.

I. SUBMITTING THE APPLICATION



Once the forms are entirely complete in the system and there are no errors found, the Organization Administrator or Authorized Official can login into the system, locate the application on the home page that needs to be submitted, click on that application and then click on the “View, Edit, and Complete Forms” link. At the bottom of the forms menu, under “Tools”, there will be a “Click here to Submit Application” link.

Click on the Submit Application link and the user sees two options, one to cancel the application and one to submit the application. When the user clicks the submit application button, the system will once more review for any errors on the application forms. Those errors can be fixed by clicking on the page link. Once all errors are rectified, the application is then completely submitted in the system for ADOT review.

PART III. ADOT EXPECTATIONS

Applicants must complete all required application and contract forms in the E-Grants system, as well as upload all required supporting documentation, by Wednesday, April 22nd. Applicants have approximately 50 days to complete the entire application process. During this time, applicants may contact either COG/MPO regional contacts or ADOT staff for advice on particular program or application requirements.

A. SAMPLE APPLICATION FORMS

Attached in Appendices A and B are sample finished application forms to provide the applicant with an example of how forms are to be completed and the information ADOT is looking for when reviewing applications.

The first Appendix form is for a fictitious nonprofit organization with application forms completed for an operating project request, a capital project request, and a sub-regional mobility management project request. This sample also includes all the program specific forms tied to the organization. Although there is only one capital request shown on this application for replacement, there is an additional sample capital request form (Capital Request 2) provided with the same basic vehicle request information but instead of showing sample information on how to answer replacement of existing service questions, it shows sample answer information for expansion of service questions.

The second Appendix form is for a fictitious governmental authority with application forms completed for a regional mobility management project request. This sample also includes all the program specific forms tied to the organization.

B. FOLLOW EVALUATION CRITERIA

The evaluation criteria listed in the 5310 Program Guidebook is the basis for how the applications forms will be reviewed and scored. Applicants are to carefully review this information and structure their application information to specifically address these criteria. Applicants should emphasize coordination efforts and make sure both those efforts and their projects are documented in their regional coordination plans.

In addition, ADOT recommends that application requests reflect proper planning at the agency level, not just the regional coordination level. This planning will then translate into strong and factual application answers and a detailed and accurate project budget. ADOT encourages agencies to only request funding amounts that can be adequately drawn down in a year's time and have appropriate local match to support the request.

Many previous year applications submitted have only strongly highlighted the *need* for service. While need is an important and vital component to any application, it is not the only focus, as all agencies who apply serve needs greater than they can fulfill. It is also important to emphasize how the agency is addressing that need, and what strategic efforts are being implemented to best use limited funding and resources.

C. DOCUMENT IN-KIND MATCH

Again, it cannot be stressed enough that if in-kind revenue sources are listed as match for a FY 2015 application project budget, the applicant is required to submit, in addition to the application, an ***In-Kind Match Valuation Proposal***. This is formal documentation of how the value(s) of the in-kind match was determined. A form is to be completed and attached to the application for **every** third party contributed in-kind good or service listed as in-kind match in the application's project budget.

The **In-Kind Match Valuation Proposal** must only include goods and services donated for the project that represent eligible grant activities. For each third party good or service, the applicant must list the:

- Donor name;
- Item(s) or service(s) donated;
- Identification if the item donated is a "good" or "service";
- Fair market value (FMV).
- How the fair market value was determined. (See below for information how to determine FMV.)

The **In-Kind Match Valuation Proposal** will need to provide necessary rationale and back-up documentation to show how costs are determined. Back-up documentation for goods and services should include donation receipts stating the donor, the item donated, and its fair market value. Volunteer time should include time cards and be charged at either the prevailing wage or the wage rate paid to an employee performing similar duties.

Please note: In-kind match must come directly from an outside third-party source, i.e.: **not** from the applying agency.

In-kind match should not be confused with indirect or overhead costs associated with the agency providing transportation service. In-kind match are not costs from within the agency that are shared amongst different departments or individuals doing multiple tasks.

In-kind match is donated time or items coming from a third party contributor not involved with the agency in a paid manner.

Services provided by an applicant's staff, regardless of their duty status, are valued at the actual cost to the agency *for cash match* and these costs are not considered in-kind contributions.

ANONYMOUS DONORS

A question in regards to anonymous donations as in-kind was discussed during one of the FY 2013 webinars. The agency asked ADOT if anonymous donations are to be listed on the In-Kind Match Valuation Proposal form and how to document this information.

First as a point of clarification, nonprofit organizations of all types, not just 501(c)(3) charities, that file a Form 990, 990-PF or 990-EZ tax information return are required to identify substantial donors (generally donors of $5000 or more) to the IRS on Schedule B, and must include the names and addresses of the donors. But nonprofit organizations other than private foundations and Section 527 political organizations may eliminate the names and addresses of donors when they make the Schedule available for public review.

It is understandable that donors may not want to be known publicly. ADOT suggests that for the purposes of submitting the In-Kind Match Valuation Proposal, the organization could first ask the donor if the donor will allow their contact information to be included in this proposal for the purposes of submitting a federal grant application. The donor should be made aware, when making this request of them, that this federal grant application will be viewed by community and regional members of the public and state Department of Transportation staff for evaluation and scoring purposes only.

If the donor still requests anonymity, then it is suggested that the agency go ahead and submit the In-Kind Match Valuation Proposal with the anonymous donor information and still provide as much information as possible to substantiate the in-kind match use. Please make sure that this in-kind match donation, even though anonymous, still relates back to the program and project purpose.

ADOT will then review the anonymous donor submissions on a case-by-case basis and follow up with the agency directly with any questions. Because the agency requires the donor information for tax purposes and because that information will be or is on file with the agency, this form of record keeping may be sufficient to substantiate the in-kind match valuation proposal and can be verified during a confidential site visit if necessary.

Stating the donation is anonymous should not be a method used to sidestep the actual work required for the grant application. Anonymous donations should only be listed if it is the only option for reporting the information to ADOT and is part of the agency's in-kind match.

SECTION III: DEFINITIONS / APPENDIX

PART I. DEFINITIONS

Advertising Revenues: The revenue earned from displaying advertising materials on transportation agency vehicles and property. The amounts should be net of any fees paid to advertising agencies, which place the advertisement with the transit agency.

Americans with Disabilities Act (ADA): Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

Annual Operating and Administrative Expenses. The recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses.

Operating costs exclude fixed costs such as depreciation on plant and equipment and interest paid on loans on capital equipment.

Annual Passenger Trips: The number of passenger boardings counted each time individuals board vehicles no matter how many vehicles individuals use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles. A passenger traveling to the hospital, then receiving a return trip home constitutes two passenger trips.

Brokerage System: An association of transportation providers managed by broker or agent who makes transportation arrangements for a specific clientele such as seniors and persons with disabilities. The transportation providers in a brokerage system are typically social service agencies and taxicab operators. The broker may be the transit agency directly or the transit agency may contract with an individual or firm to operate the brokerage system.

Bus Miles: The miles that a bus is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service. Does not include travel during non-revenue hours.

Capital: Projects related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or $5,000. Capital expenses do not include operating expenses that are eligible to use capital funds.

Capital Costs: The expenses incurred within the year related to the purchase of facilities, vehicles, and equipment.

Capital Expense: The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or $5,000. Capital expenses do not include operating expenses that are eligible to use capital funds.

Charter Service: A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the public.

Complementary Paratransit Services: Transportation service required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of *Transportation Services for Individuals with Disabilities* (Part 37), CFR 49, Volume 1. The complementary services must be origin-to-destination service, demand response, or on-call demand response service to an accessible fixed route where such service enables the individual to use the fixed route bus system for their trip.

Contract Revenues: Reimbursement by any organization, government, agency, or company, through formal contractual agreement with a transportation service operator, for trips provided to a specific passenger or group of passengers.

Contractor: An individual who is compensated by the transportation agency for directly operated services, the labor expense for the individual is reported in object class 501 labor, or for purchased transportation service, the labor expense for the individual meets the same criteria as object class 501 labor.

Contributed Services: The receipt of services (not cash) from another entity where such services benefit transportation operations and the transportation agency is under no obligation to pay for the services.

Coordination Plan: See "Locally Developed Coordinated Public Transit-Human Services Transportation Plan."

Cost per Passenger-Trip: The total operating expense (including administration and maintenance) divided by the total annual number of passengers.

Deadhead (Miles and Hours): The miles and hours that a vehicle travels when out of revenue service. Deadhead includes (1) leaving or returning to the garage or yard facility; (2) changing routes; and (3) when there is no expectation of carrying revenue passengers.

Deadhead does not include charter service, school bus service, operator training, or maintenance training.

Demand Response: A transit mode comprised of passenger cars, vans, or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations.

A demand response operation is characterized by the following:

- The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and
- Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations. The vehicle may even be interrupted en route to these destinations to pick up other passengers.

The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:

- Many origins—many destinations
- Many origins—one destination
- One origin—many destinations, and
- One origin—one destination.

Demand Responsive Vehicles

Maxivan or Standard Van: A factory-built 12 passenger vehicle (including the driver) manufactured by Ford, GM, or Chrysler. Vans can be retrofitted with wheelchair lifts or ramps and extended roofs, but the buyer must ensure the retrofit meets ADA requirements. The usual life expectancy of vans ranges from about 125,000 to 150,000 miles.

Van Conversion: A standard factory-built van that has been significantly altered by a specialty retrofitter after leaving the van maker's factory. These retrofitters remove the seats and the top half of the van. Among the features are an extended height roof, a specific wheelchair entry door, a front entry door with a convenient low step for ambulatory passengers, and new seating with a center aisle. The conversion van has three-across seating: two-person seats on the driver's side and one-person seats on the other. The usual configuration is eight ambulatory seats and one wheelchair tiedown.

Minivan: A factory-built vehicle designed to meet passenger capacity needs above that of an average car design but below that of a standard van. An example is the Dodge Caravan. This vehicle type can carry seven passengers, including the driver. A *wheelchair minivan* is one that has gone through an extensive after-factory conversion. The firms performing this after-factory work raise the roofs and drop the floor of the minivans approximately six inches, enabling the vehicle to support short wheelchair ramps, rather than wheelchair lifts. These vehicles usually hold two wheelchairs and one ambulatory passenger, in addition to the driver.

"Body-On-Chassis" or Cutaway Minibus: A specially-made body placed on a Ford or Chevy "cutaway" truck (not van) chassis. The chassis is made by Ford or Chevy, but the bodies are manufactured by companies such as Starcraft, El Dorado, and Supreme. These vehicles are wider and taller than standard vans. Like van conversions, they have walk-in, front entry doors and a center aisle, but they are wider and higher than van conversions, with interiors tall enough to allow a person to stand and four passenger across seating (two on each side of the aisle). Minibuses are made with various wheelbases, designed to accommodate 16, 20, 24 or 28 ambulatory passengers (excluding the driver). When equipped to handle 24 or more passengers, an extra rear axle, referred to as a "*tag axle*," is usually added by the manufacturer.

Depreciation: The charges that reflect the loss in service value of the agency's assets. Depreciated items have a high initial cost and a useful life of more than one accounting period. To account for the reduction in value (usefulness) of this type of asset, a portion of the cost is expensed each year of the asset's life. Depreciation and amortization include the depreciation of the physical facilities such as: tracks and roadbeds; elevated structures; passenger stations and parking facilities; revenue vehicles, operating stations; facilities (including buildings, equipment, and furnishings) for power generation and distribution; revenue vehicle movement control; data processing; revenue collection and processing, and so forth. *FTA funds will not pay for depreciation charges.*

Deviated Fixed Route (Route Deviation) Service: Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested it.

Direct Cost: An object class (e.g., labor, services, materials, and supplies) that is incurred exclusively for a particular function, mode, and type of service. For example, an operator whose time is spent solely driving a bus or a mechanic who only works on buses related to the transit service.

Elderly Individuals: Persons 60 years of age or older.

Eligible Low-Income Individual: Refers to an individual whose family income is at or below 150 percent of the poverty line (as that term is defined in section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)), including any revision required by that section) for a family of the size involved (see uscode.house.gov. Search for Title 42, Section 9902).

Employee(s): An individual who is compensated by the transportation agency as follows:

- For directly operated services, the labor expense for the individual is reported in object class (501) labor.
- For purchased transportation service, the labor expense for the individual meets the same criteria as object class (501) labor.
- Applies to transit employees and contractors.

Employee Work Hours: Employee labor hours, not including fringe benefit hours such as sick leave, holidays, and vacations. Work hours include only labor hours for employees of the transit agency, both full time and part time, permanent and temporary.

Fare Revenues: All income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money for the ride.

Federal Transit Administration (FTA): The agency under the U.S. Department of Transportation that provides financial assistance to develop new transit systems and improve, maintain, and operative existing systems.

Federal Award: The amount of FTA share assistance being provided subrecipients based on the approved application. Also referred to as the Federal / FTA Share or FTA award.

Fixed Route Services: Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus, unlike demand responsive and vanpool services.

Fixed Route Vehicles

Transit Bus (or Transit Coach): A bus with front and center doors, normally with a rear-mounted engine, low-back seating, and without luggage compartments or restroom facilities for use in frequent-stop service. This is found most typically on fixed route systems. A 40-foot coach is the most common size of bus used in larger transit systems.

This size vehicle can usually accommodate 42 ambulatory passengers with two wheelchair tiedowns provided. A 35-foot coach will can accommodate approximately 35 ambulatory passengers. The average service life of a transit coach chassis is about 12 years. It is common for the engine and other equipment to be rebuilt numerous times over the 12-year useful life.

Intercity Bus: (Also referred to as an over-the-road or commuter coach.) A bus with a front door only, separate luggage compartments, and usually with restroom facilities and high-backed seats for use in high-speed, long-distance service. Usually 40-foot or longer, with only forward-facing, reclining seats. Most noted for being the vehicles of choice for the intercity bus industry. These buses usually accommodate approximately 40 passengers with two wheelchair locations.

Full Time Employees: Employees of the transit agency meeting the local definition of full time hours. Normally, these persons are entitled to receive full benefit packages (e.g., sick leave, vacation, and insurance benefits).

General Administration: All activities associated with the general administration of the transit agency, including transit service development, injuries and damages, safety, personnel administration, legal services, insurance, data processing, finance and accounting, purchasing and stores, engineering, real estate management, office management and services, customer services, promotion, market research, and planning.

Grantee: Also referred to as a "subrecipient," a grantee is an organization that has applied for funds, has been awarded funds, and has executed a Grant Agreement with ADOT.

Human Service Transportation: Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

Hybrid Vehicle: A vehicle that combines two or more sources of power that can directly or indirectly provide propulsion power, so as to increase efficiency and thereby reduce emissions. A hybrid vehicle uses a mixture of technologies such as internal combustion engines, electric motors, gasoline, and batteries.

Individual with a Disability: An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility (49 U.S.C. 5302(a)(5), *Definitions*).

In-Kind Contributions: In-kind contributions are goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefit and be specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contribution must be documented.

In-Kind Match Valuation Report: A written proposal that identifies the sources of in-kind match and method for determining the value. Documentation for goods and services should include donation receipts stating the donor, the item donated, and its fair market value. Volunteer time should include time cards and be charged at either the prevailing wage or the wage rate paid to an employee performing similar duties.

Information Systems: Systems for processing data including computers, monitors, printers, scanners, data storage devices, and associated software that support transit operations such as general office, accounting, scheduling, planning, vehicle maintenance, non-vehicle maintenance, and customer service functions.

Insurance Premiums:

Administration: Insurance premiums related to the administrative portion of your operation. General liability, office space, and office equipment related insurance premiums, as long as they are related to the transit program's operation, are eligible for FTA participation.

Operating: Vehicle and bus maintenance/storage facility insurance premiums. Both are eligible for FTA participation.

Intercity Bus Service (ICB): Regularly scheduled bus service for the general public, using an over-the-road coach, that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity or connecting one or more rural communities with an urban area not in close proximity, has the capacity for transporting baggage carried by passengers, and makes meaningful connections with scheduled intercity bus service to more distant points.

Locally Developed Coordinated Public Transit-Human Services Transportation Plan: A plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

Mass Transportation or Mass Transit: Synonymous with public transportation.

Materials and Supplies: The tangible products obtained from outside suppliers or manufactured internally. Expenses including: freight-in, purchase discounts, sales taxes and excise taxes (except on fuel and lubricants), are to be included in the cost of the material or supply.

Charges to these expense accounts will be for the materials and supplies issued from inventory for use and for the materials and supplies purchased for immediate use; i.e., without going through inventory.

Miscellaneous Expenses: The expenses that cannot be attributed to any of the other major expense categories (labor, fringe benefits, services, materials and supplies, utilities, casualty and liability costs, taxes, and purchased transportation).

Mobility Management: Eligible capital expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient . Mobility management does not include operating public transportation services.

Nonprofit Organization: A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c), *List of Exempt Organizations*, which is exempt from taxation under 26 U.S.C. 501(a), *Exemption From Taxation,*, or one which as been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization. See also private nonprofit organization.

Non-Urbanized Area (Non-UZA): An area (a population of fewer than 50,000) designated by the U.S. Bureau of the Census, also referred to as a rural area.

Number of Active Vehicles in Fleet: The total number of operational revenue vehicles in the fleet available for public and/or specialized transportation service, including spare or back-up revenue vehicles. The total should also include any operational revenue vehicles used by contractors in public or specialized transportation service. Non-revenue service vehicles and personal vehicles should not be included.

One-Way Passenger Trips: A trip made by one person from one origin to one destination. A "round-trip" is considered two trips. Ride = trip. ADOT is concerned only with ***one-way*** trips and does not track round trips or rides.

Operating Assistance: Financial funding to help cover the operating costs of providing transit services. Operating costs are classified by function or activity and the goods and services purchased. The basic functions and object classes are detailed in the Operating Expenses form (F-30) and are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA).

Operating Costs: Operating costs are considered those expenses necessary to operate, maintain, and manage a transit system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

The term "operating expenses" is defined as all expenses associated with the operation of an individual mode by an operator. Operating expenses do not include reconciling items such as interest expenses and depreciation. Generally, a subrecipient may call any eligible cost that is not a capital or planning cost an operating cost.

Operating Deficit: The difference between operating expenses and operating revenues.

Operating Revenues: Revenues derived through the operation of a public transportation program, which includes fares, passes, rider donations, and advertising placed inside or outside a service vehicle.

Over-the-Road Bus or Coach: A bus characterized by an elevated passenger area located over a baggage compartment.

Paratransit: Types of passenger transportation that are more flexible than conventional fixed-route transit but more structured than the private automobile. Paratransit includes demand response transportation services, shared-ride taxis, car pooling and vanpooling, and jitney services. Most often refers to wheelchair-accessible, demand response service.

Part-Time Employees: Employees of the transit agency who work less than the local definition of full time. Normally, these persons are not provided full benefit packages (e.g., sick leave, vacation and insurance benefits) associated with full time employment. Full time employees working part of their time in a function or mode are not part time employees.

Passenger Fares: The revenue earned from carrying passengers in regularly scheduled fixed route, route deviation, and demand response (DR) service. Passenger fares include base fare, zone or distance premiums, express service premiums, extra cost transfers, quantity purchase discounts applicable to the passenger's ride, and special transit fares.

Passenger-Trips per Capita: The total number of boardings divided by the service area population.

Passenger-Trips per Service Hour: The ratio of passenger trips to revenue hours of service.

Private-For-Profit Provider: A nonpublic entity that provides public transportation services. For-profit entities exist primarily to generate a profit, (i.e., a surplus of revenues over expenditures).

Private Nonprofit Provider: A nonpublic entity with a tax-free status that provides transit services. Nonprofit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business—one that is organized under rules that forbid the distribution of profits to owners. Profit refers to a surplus of revenues over expenditures.

Project/Project Request: Public transportation services or public transportation alternatives proposed in an application.

Public Transportation: Congress amended the definition of "public transportation" to specify that public transportation is regular, continuing, shared-ride surface transportation service that is "open to the general public or open to a segment of the general public defined by age, disability, or low income." Public transportation does not include Amtrak service, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments; or intraterminal or intrafacility shuttle services.

Purchased Transportation: Transportation service provided by a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation does not include franchising, licensing operations, management services, cooperative agreements, or private conventional bus service.

Rolling Stock: Vehicles such as buses, vans, cars, and trolleys as well as vehicles used for support services.

Route Deviation: A type of transit service that operates as conventional fixed route bus service along a fixed alignment or path with scheduled time points at each terminal point and key intermediate locations. Route deviation service is different than conventional fixed route bus service in that the bus may deviate from the route alignment to serve destinations within a prescribed distance of the route. Following an off route deviation, the bus must return to the point on the route it left.

Rural: Population under 50,000, and neither "small urbanized" nor "large urbanized."

Seniors: An individual who is 65 years of age or older. The term is used in the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Service Area: A measure of access to transportation service in terms of population served and area coverage (square miles). The reporting transportation agency determines the service area boundaries and population for most services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA).

Service Area — Demand Response: As Demand Response does not operate over a fixed route, but rather serves a broad area, the service area cannot be measured by corridors. Therefore, the service area for demand response is the area encompassing the origin to destination points wherever people can be picked up and dropped off.

Service Vehicles: The vehicles used to support revenue vehicle operations and that are not used to carry transit passengers. Types of service vehicles include tow trucks, supervisor vans, transit police cars, and staff cars.

Social Service Agency: A public or private nonprofit organization providing specialized programs, potentially including transportation service, to a specific clientele such as seniors and persons with disabilities.

State of Good Repair: The ability to define and maintain a target asset condition in which an asset performs at the level it was intended.

State Management Plan: The document developed by ADOT and submitted to FTA on a periodic basis that details the Department's policies and procedures for administering FTA grant programs.

Subrecipient: Refers to a state or local governmental authority, nonprofit organization, or operator of public transportation services that receives a FTA grant indirectly through a recipient, such as ADOT.

Subscription Service: Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.

Surface Transportation Program (STP): Federal Highway Administration (FHWA) funds transferred from the Surface Transportation Program (STP) to FTA for transit projects. These funds may be used for capital projects including: ridesharing projects, bicycle and pedestrian facilities, transit safety improvements and transportation control measures; and, for planning activities including transit research and development, environmental analysis and wetland mitigation.

Temporary Employees: Employees of the transit agency working full time or part time hours, but only for a limited period of time for the completion of a set task. These persons are usually not entitled to receive any benefits and do not have any job security rights. Persons employed through a temporary employment agency are not temporary employees of the transit agency.

Total Project Cost: Amount of FTA share assistance awarded ***plus*** the local match funds provided by the subrecipient that equals the total amount contracted for the project applied for and awarded during the application period.

Travel Training: Travel training is short-term, comprehensive, intensive instruction designed to teach students with disabilities how to travel safely and independently on public transportation. The goal is to train students to travel independently to a regularly visited destination and back. Specially trained personnel provide the travel training on a one-to-one basis.

Uniform System of Accounts (USOA): A structure of categories and definitions used for NTD reporting to ensure uniform data. The USOA contains:

- Various categories of accounts and records for classifying financial (Chart of Accounts) and operating data
- Definitions of the data elements included in each category
- Definitions of practices for the orderly and regular collection and recording of the data.

Urbanized Area (UZA): An area defined by the U. S. Census Bureau that includes:

- One or more incorporated cities
- Villages, and
- Towns (central place), and
- The adjacent densely settled surrounding territory (urban fringe) that together have a minimum of 50,000 persons.

Urbanized Areas, Large: Large urbanized areas have populations of 200,000 or more.

Urbanized Areas, Small: Areas with populations between 50,000 and 200,000.

***Utilities*:** The payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.). Utilities include propulsion power purchased from an outside utility company and used for propelling electrically driven vehicles, and other utilities such as electrical power for purposes other than for electrically driven vehicles, water and sewer, gas, garbage collection and telephone.

Vanpool Service: Transportation service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.

Vehicle Hours (Miles): The hours (miles) that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service. Does not include non-revenue hours.

Vehicle Revenue Hours: The hours that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue hours include layover / recovery time; but excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

Vehicle Revenue Miles: The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover / recovery time; but excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

PART II. APPENDIX

A. Sample 5310 Application – Nonprofit Organization

B. Sample 5310 Application – Governmental Authority – Regional Mobility Mgmt.